

CABINET

WEDNESDAY, 20TH MARCH, 2019, 2.00 PM

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

AGENDA

1 Apologies for Absence

2 Minutes of meeting Wednesday, 13 February 2019 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.

Item(s) of the Leader of the Council, Councillor Margaret Smith

4 Corporate Performance Report at the end of Quarter 3 (31 December 2018)

(Pages 13 - 40)

Report of the Chief Executive attached.

Item(s) of the Cabinet Member (Corporate Support and Assets), Councillor Colin Clark

5 Future use of land at 4 sites - Consultation feedback

Report of the Assistant Director of Property and Housing to follow.

6 McKenzie Arms, Station Road, Bamber Bridge

(Pages 41 - 46)

Report of the Assistant Director of Property and Housing attached.

- 7 Worden Hall Market Investment Opportunity feedback** (Pages 47 - 64)
Report of the Assistant Director of Property and Housing attached.

Item(s) of the Cabinet Member (Finance), Councillor Susan Snape

- 8 Joint Procurement Strategy 2015 to 2018 Performance Report and Proposals for a new 3 year Joint Procurement Policy** (Pages 65 - 80)
Report of the Deputy Chief Executive for Resources and Transformation (Section 151 Officer) attached.

- 9 Quarter 3 Section 151 Financial Monitoring Report** (Pages 81 - 96)
Report of the Deputy Chief Executive for Resources and Transformation (Section 151 Officer) attached.

Item(s) of the Cabinet Member (Leisure and Regeneration), Councillor Phil Smith

- 10 My Neighbourhood Approach 2019-24** (Pages 97 - 110)
Report of the Director of Neighbourhoods and Development attached.

Item(s) of the Cabinet Member (Public Health, Wellbeing and Environmental), Councillor Karen Walton

- 11 Air Quality in South Ribble** (Pages 111 - 124)
Report of the Director of Neighbourhoods and Development attached.

12 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).

Item(s) of the Cabinet Member (Corporate Support and Assets), Councillor Colin Clark

13 Land at Leyland

(Pages 125 - 132)

Report of the Assistant Director of Property and Housing 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, 19 June 2019 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF CABINET

MEETING DATE **Wednesday, 13 February 2019**

MEMBERS PRESENT: Councillors Margaret Smith (Chair), Colin Clark, Cliff Hughes, Phil Smith, Susan Snape and Karen Walton

OFFICERS: Heather McManus (Chief Executive), Tim Povall (Deputy Chief Executive of Resources and Transformation (Section 151 Officer)), Gregg Stott (Deputy Chief Executive of Regeneration and Growth), Paul Hussey (Director of Customer and Digital), Dave Whelan (Legal Services Manager/Interim Monitoring Officer), Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Andrew Richardson (Assistant Director of Neighbourhoods) 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 Mary Green, Councillor Michael Green, Councillor Jon Hesketh, Councillor Susan Jones JP, Councillor Keith Martin, Councillor Jacqueline Mort (Member Champion (Member Development)), Councillor Peter Mullineaux, Councillor Alan Ogilvie (Member Champion (Armed Forces)), Councillor Michael Titherington (Deputy Leader of the Opposition and Deputy Leader of the Labour Group) and Councillor Matthew Tomlinson

PUBLIC: 3

63 Apologies for Absence

An apology was received from Councillor Caroline Moon.

64 Minutes of meeting Wednesday, 23 January 2019 of Cabinet

Decision made (Unanimously):

That the minutes held on 23 January 2019 be approved as a correct record.

65 Declarations of Interest

There were no declarations of any interests.

66 Cabinet Forward Plan

Decision made (Unanimously):

That with the inclusion of the Neighbourhood Plans to be included for determination by Cabinet on 20 March 2019, the Cabinet Forward Plan be noted.

67 Corporate Plan 2019-2024 and Risk Registers

The Chief Executive presented a report that provided Cabinet with a copy of the updated Council Corporate Plan for 2019/20, the Corporate Plan Risk Register and Corporate Risk Register for 2019/20.

Cabinet noted the hard work by officers in producing a very comprehensive document that followed on from the success of last year.

Decision made (Unanimously)

That:

1. Cabinet recommends full Council to approve the proposed Corporate Plan for 2019/24 on 27 February 2019.
2. Cabinet acknowledge the Corporate Plan Risk Register and Council Corporate Risk Register for 2019-2020, in addition to the Equality Impact Assessment.

Reason(s) for the decision:

1. The updated 2019-2024 Corporate Plan has responded to the findings of the community strategy consultation carried out by the South Ribble Partnership.
2. This plan brings forward specific programmes and projects that will be delivered by South Ribble Borough Council throughout 2019/20.

Alternative Options Considered and Rejected:

There are no other options to be considered as a five year Corporate Plan, including corporate priorities and programmes were agreed at Council on 28 February 2018. It is good practice for the annual delivery plan to be regularly monitored and refreshed to ensure that the plan continues to meet the need of the community.

68 Nomination of Mayor-elect and Deputy Mayor-elect 2019-20

The Cabinet received a report of the Assistant Director of Scrutiny and Democratic Services that sought nominations for the Mayor Elect and Deputy Mayor Elect for 2019/20.

The Leader of the Opposition commented that over the past 14 years, there had been 13 Conservative Mayors and stated that should the Labour Group gain administration of the Council in the May Elections they would look to overturn the decision.

It was proposed by the Leader of the Council, seconded by the Cabinet Member (Public Health and Safety, Wellbeing and Environmental) and

Decision made (Unanimously)

That:

1. Cabinet recommends full Council to elect Councillor Carol Chisholm as the Mayor Elect for 2019/20.
2. Cabinet recommends full Council to elect Councillor Peter Mullineaux as the Deputy Mayor Elect for 2019/20.

Reason(s) for the decision:

Cabinet is requested to nominate the Mayor Elect and Deputy Mayor Elect for 2019/20 for appointment at the Annual Council Meeting and to enable arrangements for the Mayoral Installation in May 2019 to be commenced.

Alternative Options Considered and Rejected:

Not applicable. The Constitution indicates that the Mayor and Deputy Mayor should be appointed at the Annual Council Meeting held each year.

69 Council Tax Support Scheme - Modelling outcome and Hardship Scheme Review

The Cabinet considered a report of the Director of Customer and Digital that informed them on the steps being undertaken by the Council on the remodelling of the Council Tax Support Scheme. The report also provided information on the work being undertaken to actively promote the Exceptional Hardship Fund.

The Deputy Chief Executive of Resources and Transformation explained that it was important for the Council to consult with their major preceptors before undertaking statutory consultation with its residents and in response to a Member question outside the Cabinet, confirmed that the authority had made a concerted effort to reduce its use of bailiffs for debt collection purposes.

The Cabinet Member (Finance) also talked about the importance of proactively promoting the local hardship scheme in the community by advertising this support at key sites across the Borough.

Decision made (Unanimously)

That:

1. Cabinet notes the recent Government budget announcements and the remodelling work carried out to inform the formal consultation required to adopt a revised Council Tax Support Scheme for 2020/21.
2. Cabinet notes the proposed work to proactively promote the hardship funds.

Reason(s) for the decision:

1. The adoption of a revised Council Tax Support Scheme has been agreed as a priority in the Corporate Plan 2018/23 and Medium Term Financial Strategy.
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 Options Considered and Rejected:

None.

70 2019/20 Budget and Medium Term Financial Strategy 2019/20 to 2022/23

The Cabinet considered a report of the Deputy Chief Executive Resources and Transformation (Section 151 Officer) that set out the proposed 2019/20 Revenue Budget for the Council and Medium Term Financial Strategy for the next four years and sought approval and recommendation to Council on various elements.

This financial plan for the Council is aligned to the Corporate Plan and provides the financial detail on how the Council will deliver its ambitions and services for its residents.

A Member outside of Cabinet asked for clarification on the continuation of New Homes Bonus payments to County Council as part of the City Deal following the Fair Funding changes proposed in 2020/21. The Deputy Chief Executive, Resources and Transformation explained that any changes would need to be worked through to make sure that any new arrangement benefited the Council.

In response to a member of the public, the Deputy Chief Executive for Resources and Transformation also provided assurance that the Council would meet the £150k efficiency saving that had been identified over the next four years, explaining that this was down to natural staff turnover.

Decision made (Unanimously)

That:

1. Cabinet recommends full Council to approve the 2019/20 Budget and Medium Term Financial Plan 2019/20 to 2022/23 on 27 February 2019.
2. Cabinet approved the Reserve estimate for 2018/19.
3. Cabinet approved the Revenue Budget for 2019/20 and the Medium Term Financial Strategy (MTFS) 2019/20 through to 2022/23.
4. Cabinet approved the Corporate Asset Management Plan.
5. Cabinet approved the Capital and Investment Strategy.
6. Cabinet approved the Capital Programme 2019/20 to 2022/23.
7. Cabinet approved the Treasury Management Policy Statement.
8. Cabinet recommends full Council to set a Council Tax increase of 1.99% on 27 February 2019.

Reason(s) for the decision:

Cabinet recommends the budget for approval to full Council for 2019/20 as per Local Government Finance Act 1992 to set a Council Tax for 2019/20 by 11 March 2019. The Corporate Policy Framework is updated to reflect the revised reports above and to include the Corporate and Investment Framework and Capital Programme in our Constitution.

The report also provides the overall strategy for the Council for the next four years that will enable delivery of the Corporate Plan ambitions. It sets out a clear affordable programme of investment, organisational development and growth. All of these factors are summarised in the four year MTFS to be recommended to Council. The MTFS allows for spending to be made to deliver changes and improvements and for funding to be generated to pay for future capital spending and liabilities.

Alternative Options Considered and Rejected:

None.

71 Pay Line Implementation 2019

The Cabinet considered a report of the Deputy Chief Executive of Resources and Transformation (Section 151 Officer) that sought approval to apply the National Pay Award for 2019 and to implement the new pay line ahead of applying annual incremental rises.

The implementation to apply the new pay line ahead of applying the annual incremental rises but be of most benefit to the lower paid staff.

Decision made (Unanimously)

That:

1. Cabinet grants approval to apply the pay line agreed by the National Joint Council.
2. Cabinet grants approval to implement the new pay line ahead of applying annual incremental rises.

Reason(s) for the decision:

The pay line is a National Joint Council (NJC) collective agreement and is incorporated within the employees' contract of employment and therefore employees have a contractual right for it to be implemented and assimilated into the relevant spinal column point on the new pay line.

Alternative Options Considered and Rejected:

Applying incremental rises on the current pay scales and then implement the new pay line. This was rejected as less favourable to lower paid employees.

72 Digital Strategy 2019-2022

Cabinet considered a report of the Director of Customer and Digital that sought approval to adopt a three year Digital Strategy to establish a clear direction for how the Council will transform using Digital and technology over the coming years. The Strategy will support and enable the Council to deliver on the objectives of its Corporate Plan 2019/20 to 2022/23 and Medium Term Financial Strategy.

The Director of Customer and Digital accepted that its implementation was quite challenging given the timescales but that it was integral to the delivery of the Council's transformational programme over the next few years.

In response to a member of the public querying as to why the Council had not already implemented a Digital Strategy it was explained that ICT is always changing and it is important for the Council to keep abreast of any changes. It was also recognised that improved use of technology would help the Council to deliver its growth agenda by being able to utilise staff in different ways.

Decision made (Unanimously)

That:

1. Cabinet supports the adoption of the three year Digital Strategy.
2. Cabinet notes the consultation undertaken to date to help inform the Strategy.
3. Cabinet notes the arrangements for the effective implementation of the Strategy through the Digital to improve programme.
4. Cabinet notes the allocation of resources within the Capital Programme to fund the Digital Strategy on the basis of invest to save principles.

Reason(s) for the decision:

The Digital Strategy directly supports projects aligned with the Corporate Plan priorities, as well as existing projects identified within the Medium Term Financial Strategy and Transformation agenda.

Alternative Options Considered and Rejected:

1. If the status quo was to be maintained, it is likely that the Council would miss the benefit of added value to its services together with wider promotion Digital inclusion, participation, and creating active citizens.
2. The lack of an effective Digital Strategy presents risks to the Council's delivery of the Corporate Plan and Transformation.

73 Refurbishment of Worden Park Play Area

The Cabinet considered a report of the Assistant Director of Neighbourhoods and Development that sought approval to allocate Section 106 monies, as part of the Green Links Project approved at budget 2018/19, to partially refurbish Worden Play Area with inclusive equipment allowing use by individuals of all abilities.

Both Cabinet Members and other Members of the Council welcomed the improvements that were planned. Worden Park is an extremely popular and well used facility by people of all abilities, and who live inside and outside the borough.

Assurance was provided that there would be additional Section 106 monies for spend on other play areas and open spaces across the Borough.

Decision made (Unanimously)

That:

1. Cabinet grants approval of the £177,000 capital spend to permit partial refurbishment of the play area at Worden Park.
2. Cabinet grants approval to undertake a procurement exercise to procure and install the play equipment for the partial refurbishment of the play area at Worden Park.
3. Cabinet grants delegated authority to the Assistant Director of Neighbourhoods and Development in consultation with the Deputy Chief Executive of Resources and Transformation with the Cabinet Member for Neighbourhoods and Streetscene to award the contracts.

Reason(s) for the decision:

Health and Wellbeing is a major priority within the Council's Corporate Plan. The Council wants to promote 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. The investment within our parks and 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.

Alternative Options Considered and Rejected:

The option to maintain current equipment levels was considered, however this would mean that the equipment would continue to deteriorate and the opportunity to enhance and improve the facilities and increase its usability by individuals of all abilities would be missed.

Chair

Date

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REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
Corporate Performance Report at the end of Quarter 3 (31 st December 2018)	Council Leader	Chief Executive

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

1. PURPOSE OF THE REPORT

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

2. PORTFOLIO RECOMMENDATIONS

3. CORPORATE PRIORITIES

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

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

4. BACKGROUND TO THE REPORT

The Corporate Plan for 2018-19 contains a number of projects for delivery across the financial year. This report provides an update for Quarter 3 on both the Projects, and the key Performance indicators agreed by this council.

Performance reports for each quarter are considered by the Council's Leadership Team and for Quarters 1, 2, 3 and 4 by the Cabinet and the Council's Scrutiny Committee. An annual report on performance at the end of Quarter 4 will also be submitted to Full Council.

Performance for each project is categorised into one of three categories, shown in the below table.

Improved performance/ delivery which is on target or improved.	Performance/ delivery which has stayed the same, or changed in performance with a minor variance.	Performance / delivery which has dropped or cannot be delivered within previously agreed timescales.

5. PERFORMANCE AT THE END OF QUARTER 3

5.1 PROJECTS

5.1.1 Below sets out a dashboard of the performance of projects for third quarter of 2018-19. Detailed analysis is provided in Appendix 1. As a headline summary, in Quarter 3, 42 project are green, 2 are amber and 2 are red. This is a highly ambitious programme of works for this council to deliver which requires all officers to work to the principles of a high performing team.

Please see overleaf:

Priority	Programme	Project (RAG)
Excellence & Financial Sustainability	Council Investment Portfolio	Civic Centre and Worden Arts Centre commercialisation
		Civic Centre refurbishment
		Surplus sites disposal programme Phase 1
		Business Case for South Ribble home build proposal
	Transformation	SOCITIM review of ICT (Development of and ICT Strategy)
		Gateway review
		HR Going Digital Phase 1 (merged into the SOCITIM review of ICT project)
		Neighbourhood Teams transformation
		Depot commercialisation Phase 1
	Implement Pay Award 2018/19 for Council Staff	
New business models including shared services	Phase 1 of shared services with Chorley Council	
Health & Wellbeing	Health, leisure and wellbeing campus model including community health services	Worden park improvements
		Design and seek planning permission for the first phase of the Borough green links
		Open spaces, sports and recreation assessment and playing pitch strategy
		Commence review of leisure contract
		Design and seek planning permission for leisure campus plan
	Develop options for artificial grass pitches	
	Homelessness and independent living support	Development of a homelessness project to implement the new Homelessness Reduction Act 2017
		Implement a project to deliver additional independent living support to people living with a disability
	Support for communities and volunteering	Adopt a revised Council Tax Support Scheme for 2019-20
		Develop volunteering strategy and Compact for the voluntary, community and faith sector and a volunteering framework to support people and communities to be resilient
Social isolation and loneliness	Deliver the key actions of the South Ribble Dementia Action Alliance	
Lancashire Mental Health Strategy	Completion of MH2K project Workplace Based Health Checks Programme	
Borough-wide Air Quality Plan	Completion of Air Quality Action Plan to raise awareness of air quality and solutions to improve air quality	
Place	Cuerden Strategic Site	Implement Employment and Skills Plan Progress Delivery of Phase 1 and Plan for Future Phases
	Central Lancashire Core Strategy and South Ribble Local Plan	Commence review of Central Lancashire Local Plan and the South Ribble Local Plan
	City Deal and Plan for Successor Programmes	Work with partners and developers to increase the rate of delivery of new homes and commercial floor space by unlocking City Deal sites
		Deliver projects listed in the City Deal Business and Delivery Plan 2017-20
		Masterplan for Penwortham Town Centre Masterplan for Leyland town and Lostock Hall centres
	Economic Strategy: support for existing as well as new businesses	Commence preparation of a Central Lancashire Economic Strategy
	Housing Framework: delivery of a balanced housing market	Private sector Stock Condition Survey
	Place promotion	Invest Central Lancashire and South Ribble Inward Investment Marketing Plan/Activity
		Develop South Ribble Programme for festivals and events South Ribble Ambassador programme
	My Neighbourhood Plans	Capital projects including WW1 Centenary with the McNamara VC memorial, Walton le Dale car park and New Longton Improvements
	River Ribble Master Planning	Masterplan for River Ribble Green links joining river frontage to local amenities & wider network
		Accessibility work including completion of Cross Borough Link Road
		Progress development of a project for new Ribble Crossing (subject to HIF Funding being awarded) Progress Delivery of Central Parks Masterplan
Raising community aspirations in relation to growth and improvements in the Borough	Lead the development of the Borough Community Strategy	
Renewable energy	Development of a renewable energy feasibility study	
Our People	Apprentices	Phase 1 of Apprenticeship Factory concept
	Leadership Development	Organisational Development: incorporating Phase 1 Senior Leadership Development Programme, Phase 1 Member Development Programme, organisational culture review and values and behaviours (as part of the refresh of the Transformation Strategy)

5.1.2 Key achievements to note

- Within Worden Park development work is underway on multiple improvements, including the conservatory, arboretum, craft centre, and toilets.
- The ICT Strategic Review (Digital Strategy Review) project is now completed and the outcomes will be used to inform the direction of travel for ICT at the council.
- The Mental Health 2000 awareness project has been completed.
- The Clean Air action Plan has now been developed and approved by Cabinet. Some examples of what will be done as part of the plan to improve air quality is listed below -
 - Anti-Idling Campaign in declared Air Quality Management Area's (AQMA) and outside schools, colleges and leisure centres
 - Continuing the 'Bike to work' salary sacrifice scheme
 - Working with taxi firms to encourage the uptake of low emission vehicles (Electric)
 - Publicise and encourage use of the Lancashire based Air Quality Guidance Documents for Developers
 - Systematically review and replace the councils vehicle fleet with low emission vehicles (Electric)

This is not an extensive list of actions on the air quality plan and it should be noted that many of the solutions remain with partners undertaking key roles and responsibilities.”

- The Green Links programme is well underway, with significant consultation events being planned for the next quarter.
- Successful completion of the WW1 Centenary McNamara memorial and the Walton-le-dale car park, with great community engagement events around Centenary Remembrance Day.
- A Volunteering Strategy has recently been presented to council, and the council will now consult with our partners and volunteers to develop this further.
- The programme to update the Civic Centre (Banqueting Suite) rooms and the AV equipment has been completed and monitoring is taking place. The works include:
 - The modernisation the Shield, Wheel and Cross rooms
 - Renovation of toilets in the conference and business area
 - New glazing
 - Creation of two syndicate meeting rooms
 - New audio visual equipment.

A business plan has been developed which covers a range of issues concerned with future direction of travel for the Civic centre.

- The project to 'Develop South Ribble Programme for festivals and Events' has been completed successfully for 2018/19. Planning for next year's events (2019/20) is currently underway.
- A Borough wide Community Strategy has been developed and noted by full Council in January 2019.

5.1.3 Exceptions to note

- The Depot Commercialisation Phase 1 project is amber due to a delay with alterations. The mezzanine floor and waiting room have been constructed. The remaining alterations is due to commence in the next few weeks. However it should be noted that there has been considerable success in working up a new commercial model with our partners FCC Environment, which has had a positive impact on service delivery and our commercial approach.
- The Cuerden Strategic Site programme has been set back. Lancashire County Council are the lead on the project and we are still awaiting formal notification of a delivery programme and timescales.
- The development of the Central Lancashire Economic strategy is being developed as a supporting document for the new core strategy.
- The development of a formal South Ribble Ambassador programme has been delayed, although discussions have started to take place with Business and our partners. This item will need to be refreshed once the elections have taken place.
- The project of the new Ribble crossing will require Lancashire wide buy-in as a sub-regional and regional significant project. Officers are continuing to explore all funding options.

5.2 PERFORMANCE INDICATORS

5.2.1 With regards to performance indicators, the council currently measures 61 indicators, over an annual period, which are each categorised into one of the Council’s four Corporate Priorities.

A detailed review of the Indicators for Quarter 3 are set out in Appendix 1, with a summary below showing that within the third quarter of the total of 29 indicators that can be reported 15 are green, 5 are amber, and 2 are red. We have 7 indicators which have recently been introduced, and therefore, at this stage, either have no data points approved as they are still being developed, or there is no comparable data to test performance. This must however be collated and reported, so members are aware the information, and that it will be available for comparison in future years.

No. of measures	Green	Amber	Red	No. with no comparable data or contextual data only
29	15	5	2	7

5.2.2 Key achievements to note

- The % of missed domestic waste bin collections has continued to maintain its exceptional standard of 0.02%.
- There has been a decrease in the number of accidents reported to HSE arising from work activity from 3 in quarter 2 to 0 in quarter 3.
- The number of visits to our leisure and sports facilities has increased in quarter 3 (172,045), compared to the same time last year (171,308). This has been an increase of 737 visitors

which is a result of a rise in gym usage and stable year on year usage on both swimming lessons and gymnastics lessons.

- The number of staff undertaking apprenticeships in the council has maintained its high performance of 12 apprenticeship positions. The levels of apprenticeships range from level 3 to level 6 from various providers. A breakdown of apprenticeships and providers are shown below:

Apprenticeship	Count	Level	Provider
Construction Technical and Professional	1	3	WIGAN AND LEIGH COLLEGE
Construction Management	1	4	PRESTON COLLEGE
Chartered manager degree apprenticeship	1	6	UNIVERSITY OF CENTRAL LANCASHIRE
Construction Management	1	4	WIGAN AND LEIGH COLLEGE
Horticulture and Landscape Operative	2	2	MYERSCOUGH COLLEGE
Learning and Development	1	3	INTEC BUSINESS COLLEGES LIMITED
Heavy vehicle service and maintenance technician (Standard)	1	3	PRESTON COLLEGE
Chartered Surveyor	3	6	UNIVERSITY OF SALFORD (1) UNIVERSITY OF CENTRAL LANCASHIRE (2)
HR Support Officer	1	3	TRAFFORD COLLEGE

The Apprentice Factory is a long term project, which will run throughout the five year Corporate Plan period, supporting delivery of City Deal targets and corporate targets in a phased approach as set out in the Apprentice Factory Development Plan. The Apprentice Factory has sourced access to half a million pounds training for council employees, which, to date, has been delivered at no cost to the Council. Year 2 of the Apprentice Factory includes plans to bid for unspent levy funds from companies within the borough of South Ribble so that levy funds are reinvested within the borough and will underpin further development plans and roll out with external businesses in South Ribble. There are also plans for the Apprentice Factory to work in collaboration with Runshaw College to raise awareness of T-Levels prior to its implementation in 2020.

- Homeless presentations is down this quarter, from quarter two which is a key success (down from 88 to 85). The future yearly comparison figures may take some time to adjust due to changes to the law in April 2018 with work being undertaken with our prevention partner “Key” and the homelessness team.

5.2.3 Exceptions to note

- The number of complaints has increased by 6 this quarter. There is no obvious trend as the complaints encompass a wide range of departments and subject matters. A breakdown of complaints by department can be seen below:

Department	Number of Complaints
Benefits	5
Planning	4
Gateway	3
Neighbourhoods	3
Community Works	2
Total	17

- We are now ensuring that we record the compliments that are received, this figure is 11 for quarter 3 (down from 15 compliments received in quarter 2), and a breakdown of compliments by department can be seen below:

Department	Number of Compliments
Gateway	4
Neighbourhood Services	4
Environmental Health	2
Community Involvement	1
Total	11

- The capital budget variances will be picked up in the financial report.
- The number of young people taking part in programmed school and out of school activities has decreased since last term. This is due to timetabling of activities and the time of year. The figures last period were higher because the Council ran a Dance from the Heart Project and our Active camps throughout the summer period.
- The Licensing Team have commenced a process of carrying out more in depth premises inspections. This has involved more multi-agency operations involving the Home Office (Immigration), the Fire Service, the Gambling Commission and the Police. Such operations have resulted in three formal reviews of premises licences. We are adopting a more holistic approach to enforcement. We are also becoming more outcome focused. We have also been extending enforcement activities to test purchases of an evening (e.g. under age sales). This has resulted in a slight decrease in the numbers of premises being inspected and the numbers of vehicle inspections of licensed taxis (from 24 – 21).

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

N/A

7. OTHER OPTIONS CONSIDERED

N/A

8. FINANCIAL IMPLICATIONS

The financial implications arising from this report are reported in the third quarter budget monitoring paper.

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

The delivery of the corporate plan, and its performance is totally dependent on the officers of this council and their commitment in delivering quality services. It is pleasing to note that this staff commitment is presenting itself in a positive performance report, which on balance, provides assurance that services are being delivered efficiently and effectively.

10. ICT/TECHNOLOGY IMPLICATIONS

ICT or technology also plays a significant role in effective service delivery. Moving forward, the council will capture any further efficiency of service delivery within its Digital strategy.

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

The Council is currently reviewing the office accommodation for all officers, along a review of all technology, plant and machinery. Effective, high performing teams excel when they work in a quality environment and have quality tools. The corporate plan identifies specific projects that will deliver this environment, and these are reported with this report.

12. RISK MANAGEMENT

The Corporate Risk Register at the end of Quarter 3 shows 5 risks with a residual risk rated as green and 4 with a residual risk rated as amber. There are currently no risks with a residual risk rating as red at the end of this quarter.

13. EQUALITY AND DIVERSITY IMPACT

The Corporate plan has set out its equality and impact, which is reported to members in line with its corporate planning process.

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

The report highlights the significant progress being made in project development which is supported through the Councils Medium Term Financial Strategy. Project officers continue to embed transformation into their work programmes such that these significant investments contribute to Corporate Priorities in particular Excellence and Financial Sustainability.

15. COMMENTS OF THE MONITORING OFFICER

It is the established practice of the council to report openly and transparently on our level of performance with regard to our Corporate Plan. Clearly it is important to provide members and the general public confidence that we are indeed delivering on our priorities. In this regard there are no issues that the Monitoring Officer needs to raise.

16. RELEVANT DIRECTORS RECOMMENDATIONS

It is recommended that:

- i. Members note performance throughout Quarter 3 shown at **Appendix 1**.
- ii. Members note the corporate risks and the controls that have been in place to mitigate risks in 2018-19 as identified in the Corporate Risk Register shown at **Appendix 2**.

17. BACKGROUND DOCUMENTS

❖ Corporate Plan 2018-19

Appendix 1: Quarter 3 Performance Report

Appendix 2: Corporate Risk Register

Report Author:	Telephone:	Date:
Michael Johnson / Heather McManus	01772 (62) 5339	26/02/2019

CORPORATE PERFORMANCE REPORT

2018-19: Quarter 3

(1st October – 31st December 2018)



Corporate Plan measures

Corporate Plan measures of performance

Excellence & Financial Sustainability – Quarterly Measures	National average	Quarter 3	Comparable period	Comments
Number of Standards Complaints	N/A	3 (Q3:2018-19)	4 (Q2:2017-18)	
Number of complaints (compared to the same time last year)	60 (Per Annum)	17 (Q3:2018-19)	9 (Q3 : 2017-18)	Complaints this quarter are consistent with previous quarters. There is a wide ranging departmental split and no obvious trends. Complaint Breakdown by Department: (Benefits x 5, Planning x 4, Gateway x 3, Neighbourhoods x 3, Community Works x 2)
% of complaints upheld (compared to the same time last year)	N/A	35 (Q3 2018-19)	Data unavailable	Data only recorded for the first time this year. No comparable data
% vacancy rate of Council's current investment estate	N/A	1% (Q3:2018- 19)	4% (Q2 : 2018-19)	This is due to continued letting and occupation of the current portfolio and also Station Road being removed off the figures until building work has been completed.
% spend against capital budget (compared to the same time last year) – cumulative figure	N/A	24.6% (Q3:2018-19)	47.0% (Q3:2017-18)	Unlike revenue, the capital programme varies year on year depending on which schemes have been planned to be delivered . The main reason for the variation at Quarter 3 is the 2018/19 Capital Programme includes a budget of £3,548,000 for the purchase of an investment property and this has not been spent.
% spend against profiled revenue budget (compared to the same time last year)	N/A	97.9% (Q3:2018-19)	96.9% (Q3:2017-18)	The variation against the previous year is mainly due to an adjustment to the provision for bad debts plus other variations in the phasing of costs and income between years compared to the profiled budget.
% statutory and mandatory training delivered	N/A	Data unavailable	Data unavailable	A system is not yet in place to effectively record this data. This will be addressed during the Health and Safety transformation workshop.
No. of accidents reported to HSE arising from work activity	N/A	0 (Q3 :2018 -19)	3 (Q2 : 2018-19)	No accidents were reported to HSE in Quarter 3.
% missed domestic waste bin collections	N/A	0.02% (Q3 : 2018-19)	0.02% (Q2 : 2018-19)	Maintained high performance

Corporate Plan measures of performance				
Health & Wellbeing – Quarterly Measures	National average	Quarter 3	Comparable Period	Comments
Number of theft offences recorded (compared to the same time last year)	2,865 (Q3: 2017)	Data Unavailable	655 (Q3: 2017-18)	Lancashire Constabulary changed their IT system for managing crimes and investigations in November 2018. As a result there is a time delay on the inputting, managing, extraction and testing of data. The data should be available on MADE (police system) by February 2019.
Number of violence against the person offences recorded (compared to the same time last year)	1,175 (2011-12)	Data Unavailable	500 (Q3:2017-18)	Lancashire Constabulary changed their IT system for managing crimes and investigations in November 2018. As a result there is a time delay on the inputting, managing, extraction and testing of data. The data should be available on MADE (police system) by February 2019.
Number of anti social behaviour offences recorded (compared to the same time last year)	448 (Q3: 2017)	Data Unavailable	780 (Q3:2017-18)	Lancashire Constabulary changed their IT system for managing crimes and investigations in November 2018. As a result there is a time delay on the inputting, managing, extraction and testing of data. The data should be available on MADE (police system) by February 2019.
Number of visits to our leisure and sports facilities (compared to the same time last year)	N/A	172,045 (Q3 : 2018-19)	171,308 (Q3 : 2017-18)	There has been a increase of 737 visitors compared to the same time last year, this is a result of increase in gym usage and stable year on year usage on both swimming lessons and gymnastics lessons.
Number of young people taking part in programmed school and out of school activities (Termly)	N/A	9,296 (8,305 in school and 991 out of school) Sept 2018 – Dec 2018	13,458 (12,633 in school & 825 out of school) April 2018- July2018)	This is due to timetabling of activities and the time of year. The figures last quarter were higher because we ran our Dance from the Heart Project and our Active camps of the summer period
Number of homeless presentations (compared to the same time last year)	N/A	185 (Q3 2018-19)	154 (Q3 2017-18)	In quarter 3, 185 households presented for housing advice which is a drop from the last quarter (Q2:18-19)- historically quarter 3 tends to see lower numbers presenting. The rise in figures compared to the same time last year may be a result of the changes to the law in April 2018. The council start working with people threatened with homelessness at an earlier stage (56 days rather than 28). It is positive that more people are approaching the council.
Number (%) of people presenting as Homeless or threatened with homelessness who are prevented from becoming homeless. (compared to the same time last year)	N/A	68 (37.8%) (Q3:2018-19)	93 (60.38%) (Q3: 2017-18)	Of the 68 cases (37.8%) of homelessness prevented, 15 were already homeless and their homelessness was relieved. Quarter 3 historically tends to have lower numbers of preventions
Number of people who are homeless and which we have a full duty under the Act (compared to the same time last year)	N/A	8 (Q3:2018-19)	15 (Q3:2017-18)	8 new cases accepted - 17 households in total owed the main duty in Q3:2018-19. The council accepted 15 new cases in the same quarter last year, however the total number of people owed a duty at that point is not available. The total number of people owed a duty wasn't being recorded at that time.

Corporate Plan measures of performance

Health & Wellbeing – Quarterly Measures	National average	Quarter 3	Comparable Period	Comments
Average number of days (including weekends) taken to process a new Housing Benefit claim (compared to the same time last year)	22 Calendar Days (Q3: 2017-18)	22 Days (Q3: 2018-19)	19.10 Days (Q3: 2017-18)	Performance Q3 2018/19 has been affected by Universal Credit full service and a 400% increase in Universal Credit data received. Due to Universal Credit Full Service only the more complex new Housing Benefit claims are retained for assessment. However this is in line with the national average for the same time last year (Q3: 2017-18).
% (and number) of vehicle inspections of licensed taxis (hackney carriages and private hire vehicles)	N/A	9.01% (21) (Q3: 2018-19)	10.12%(24) (Q2: 2018-19)	Over the last 6 Months the department has been involved in more enforcement with premises licensing than taxi's. This was identified as an action plan to have more enforcement aimed at premises, making sure the trade is up to standard. The figures are slightly lower especially over November and December due to the administrative burden with application increases (i.e. Temporary event notices over the Christmas period)
% (and number) of vehicle suspensions as a result of vehicle inspections carried out	N/A	4.76%(1) Q3: 2018-19)	16.66%(4) (Q2: 2018-19)	vehicles can be suspended for not being road worthy (bald tyres etc. while inspection at random within the borough). They can also be suspended if the vehicle has been in an accident and the damage is sufficient that an officer cant deem the vehicle road worthy without inspection. this can affect the statistics quarter by quarter
% (and number) of successful appeals to the Magistrates' Court against General Licencing Committee decision	N/A	(100%) 1 (Q3: 2018-19)	0 (Q2: 2018-19)	1 appeal taken to court. This decision is due to out of court compromise between SRBC and the applicant, following legal advice from barrister who advised to compromise the appeal.
% (and number) of licensed premises inspected	N/A	14.56% (45) (Q3: 2018-19)	16.40% (55) (Q2: 2018-19)	45 out of a total of 308 licensed premises were inspected. During this quarter we have performed multi agency operations with the immigration service, Fire service and Police. Evening immigration test purchases and under age sales test purchases.
% (and number) of licensed premises that have not complied with requirements following an inspection	N/A	37.70% (17) (Q3: 2018-19)	50.90% (28) (Q2: 2018-19)	

Corporate Plan measures of performance				
Place – Quarterly Measures	National average	Quarter 3	Comparable Period	Comments
Overall working age employment rate (compared to the same time last year)	78%	Data Unavailable	84.3% (Q3: 2017-18)	Comparable data unavailable
Number of new homes delivered – cumulative figure (Bi-annual)	N/A	Data Unavailable	241 (Q2:2018-19)	Measure not reported this quarter
Number of new affordable homes delivered – cumulative figure (Bi-annual)	N/A	Data Unavailable	38 (Q2:2018-19)	Measure not reported this quarter
% (and number) of empty properties (properties that have been empty for 6 months and over) as a proportion of the total housing stock	2.54% (2015)	1.39% (687) (Q3:2018-19)	1.4% (695) (Q2:2018-19)	The Empty Property data is provided by the Council Tax department and is subject to fluctuations which is beyond the control of the Council. There has been a small decrease in empty properties compared to the last period.
% planning applications decided within 8 weeks (minor / other applications) – cumulative figure	85%	90% (Q3:2018-19)	93.28% (Q2:2018-19)	There has been a slight drop in performance for Minor and Other applications. There was a drop of performance for Minor applications in December and due to the small numbers involved, this has a knock on effect on the overall total. (Minor applications decided in December were 17 in total)
Corporate Plan measures of performance				
Our People – Quarterly Measures	National average	Quarter 3	Comparable Period	Comments
Days lost to sickness absence per FTE (compared to the same time last year)	8.2 Days (annual)	2.05 days (505.61 working days) (Q3:2018-19)	2.3 days (working days Unavailable) (Q3 : 2017-18)	Both short and long term sickness absence are less than the same period last year.
Number of staff undertaking apprenticeships in the Council (Bi-annual)	N/A	12 (Q3 : 2018 -19)	12 (Q1: 2018 -19)	There are 12 members of staff currently undertaking apprenticeships fro 5 different providers. Apprenticeship Level 2 – 2 people. Apprenticeship Level 3 – 4 people. Apprenticeship Level 6 – 4 people.

Overview of risks

Risks

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

Red Risks to bring to the attention of SMT

Risk	Risk Owner	Controls in Place

Corporate Plan activities

Green: On track

Amber: At risk but little action needed

Red: Off track: action needed

Grey: Not updated or not started

Corporate Plan Projects		
Excellence and financial sustainability	Status	Comments
Civic Centre and Worden Arts Centre commercialisation		<p>The programme to update the rooms and the AV equipment has been completed and monitoring is taking place. The works include: The modernisation the Shield, Wheel and Cross rooms, Renovation of toilets in the conference and business area, New glazing, Creation of two syndicate meeting rooms, New audio visual equipment.</p> <p>Further work is needed to complete the upgrade including the installation of furniture in the newly formed room and break-out area. A business plan has been developed which is a wide ranging document which covers a range of issues concerned with future direction of travel for the Civic centre.</p>
Civic Centre refurbishment		This has now been merged into the above project.
Surplus sites disposal programme Phase 1		Sanderson Weatherall are presently undertaking an asset valuation of the Councils property portfolio. Following completion of this work in February they shall then overlay this information with further data to assess the future investment requirements, demand and viability of the asset and provide a red, amber or green rating for each of the assets within the councils property portfolio. This work is expected to be completed at the end of March 2019 and shall inform the councils disposal programme. A report containing the recommended assets for disposal following this appraisal shall be provided to cabinet in June 2019.
Business Case for South Ribble home build proposal		The Council is presently undertaking consultation and feasibility studies on 3 sites (Bridge Road/Todd Lane, Kingsfold Drive and Balcarres Green), Consultation on these sites is due to be completed at the end of January 2019. Next stages are to review feedback from the consultation exercise, finalise the option appraisals and then report back to cabinet.
HR Going Digital		Now merged into the SOCITIM review of ICT project
SOCITIM review of ICT (Development of and ICT Strategy)	Complete	Roadmap and Strategy completed and presented to ELT on 14.01.2019. Project is now completed and the outcomes will be used to inform the direction of travel for ICT which will, involve further projects.
Gateway review (Customer Journey Mapping)		Customer journey and data mapping workshops ongoing
Neighbourhood Teams transformation		The transformation is ongoing with the staff being involved in the process every step of the way.
Depot commercialisation Phase 1		There has been a delay in the installation of the MOT testing station. The team are currently developing a model to service and maintain waste vehicles and Council vehicles for other authorities
Implement Pay Award 2018/19 for Council staff		Leadership have seen the proposals and a cabinet report has been sent through to Dem Services for cabinet on 13 February under budget. The pay line is also with Unison for consultation and we await feedback on this.
Phase 1 of shared services with Chorley Council		The newly appointed Deputy Chief Executive (Resources and Transformation) is undertaking a review in consultation with the Chief Executive of Chorley of the current Financial and Assurance Shared Service.

Corporate Plan Projects		
Health & Wellbeing	Status	Comments
Worden park improvements		Improvement work is underway on multiple improvements, including the conservatory, arboretum, craft centre, and toilets. There have been delays with the Conservatory Frame Construction due to poor weather before Xmas and the floor construction delayed to allow frame construction to progress.
Design and seek planning permission for the first phase of the Borough green links		Works are programmed for February 2019
Open spaces, sports and recreation assessment and playing pitch strategy		This work is being carried on behalf of the three Central Lancashire Authorities by a consultancy Knight, Kavanagh and Page Ltd. They confirmed on 9th January that the survey/assessment work was complete and their intention was to deliver a revised version of the Assessment Report and draft of the Standards Paper by 1st February. There will then be a period of fact checking of the report before the final document is issued. This is essentially the last stage so the project is drawing to a conclusion.
Commence review of leisure contract		Project has commenced, Due to go to Cabinet workshop in February to consider the existing Leisure Contract Review and agree to engage a consultant to carry out an independent Review.
Design and seek planning permission for leisure campus plan		Design team appointed & progressing initial project options to support master planning and consultations on wider campus and green links program.
Develop options for artificial grass pitches		Contractor (KKP) have been appointed to carry out site feasibility, feasibility study is due to be completed during December 2018. Discussions are on-going with the Landowner of Lodge Lane, initial discussions have taken place with Lancashire County Council regarding site access and proposed duelling of A582.
Development of a homelessness project to implement the new Homelessness Reduction Act 2017	Complete	Project has been completed and Homelessness Reduction Act 2017 has been successfully implemented.
Implement a project to deliver additional independent living support to people living with a disability		Better care funding for disability grants has been secured. Progressing well, no tasks due in Quarter 3.
Adopt a revised Council Tax Support Scheme for 2019-20		Report has gone to Cabinet detailing the proposed consultation exercise and the preferred scheme option, as well as alternatives. Council Tax Support scheme report to go to council in February.

Corporate Plan Projects		
Health & Wellbeing	Status	Comments
Develop volunteering strategy and Compact for the voluntary, community and faith sector and a volunteering framework to support people and communities to be resilient		The draft volunteer strategy will form part of the wider work of the Community strategy implementation with Partners. The priority of connected communities, has as one of its key parts to develop a relationship with the community. The draft strategy for volunteering being considered by the Council involves working towards a deal with the community, which will be a longer term 'conversation' with the voluntary and community sector over the next few months as the Community Strategy begins to be implemented
Deliver the key actions of the South Ribble Dementia Action Alliance		Submission to Alzheimer's society was made detailing work of the alliance over the past year and confirmation received that the Borough Retains its status as a Dementia Friendly Community. The Living Well Guide is due for sign off by the steering Group at its next meeting 29th January 2019.
Completion of MH2K project	Complete	Project was completed on a slight delay due to external partners waiting on sign off from one of the Partner Funders. A list of actions has been drafted for partners to look at and decide on any further delivery. This marks the end of the stage of the project and that further work related to MH2K will be submitted for proposals as part of the new year of corporate planning if the Council wishes to take actions/elements forward.
Workplace Based Health Checks Programme		We are currently working with local businesses to introduce a Health Checks programme in workplaces very similar to our own Health and Wellbeing days. Health assessments are undertaken in workplaces by trained Health professionals where several tests are undertaken such as blood pressure, cholesterol check, diabetes assessment.
Completion of Air Quality Action Plan to raise awareness of air quality and solutions to improve air quality		The Clean Air action Plan has now been approved by Cabinet.

Corporate Plan Projects		
Place	Status	Comments
Implement Employment and Skills Plan		The Apprentice Factory is being promoted through local business networks and Employment and Skills Plans as the lead point for employment and skills support in South Ribble.
Progress Delivery of Phase 1 and Plan for Future Phases of Cuerden Strategy Site		Ikea pulled out and unlikely to be involved in the future. New anchor tenants required in order to progress project. Regular updates are being received from Landowner, but position remains the same. Awaiting news on anchor tenant.
Commence review of Central Lancashire Local Plan and the South Ribble Local Plan		Interviews for the central Lancashire Local Plan team took place on Tuesday the 8 th January 2019. A job offer has been accepted and new member of staff will in place after their notice period in their current post. Expected to commence Mid-End March. Other actions will still take place before the new member of staff joins us, therefore there is no detrimental on the programme
Work with partners and developers to increase the rate of delivery of new homes and commercial floor space by unlocking City Deal sites	Not started	
Deliver projects listed in the City Deal Business and Delivery Plan 2017-20	Not started	
Masterplan for Penwortham town centre		The delivery of the Penwortham centre masterplan is a requirement of the Penwortham Bypass planning consent. LCC are leading on the production of the masterplan. In Q3 Public drop in events were held to encourage positive contributions from the public, which will help to inform the planning and design process. In early 2019 a Corridor concept plan will be developed and submitted to the Planning Authority. This plan will show the wider 'corridor' measures along the A59 Liverpool Road to promote the use of the bypass. This is required as part of the Penwortham Bypass planning conditions. In early summer 2019 the Concept plan developed for Improvements to Penwortham Town centre and public consultation undertaken. In 2020 – Penwortham Bypass to open and works to commence along the A59 Liverpool Road corridor including Penwortham Centre
Masterplan for Leyland town and Lostock Hall centres		WYG have been commissioned and are undertaking key stakeholder workshops during Q4 with a view to wider public consultation in the Summer of 2019. Implementation of actions will then follow in second half of 2019/20 running in to 2020/21.
Masterplan for centres		WYG have been commissioned and are undertaking key stakeholder workshops during Q4 with a view to wider public consultation in the Summer of 2019. Implementation of actions will then follow in second half of 2019/20 running in to 2020/21.
Commence preparation of a Central Lancashire Economic Strategy		An inception meeting took place with consultants and colleagues from Preston and Chorley Councils on 29 th November. The contract for the South Ribble element will be procured as soon as the consultants provide written confirmation from the meeting. The over-arching central Lancashire economic strategy framework preparation will follow and will run concurrently with the Central Lancashire Local Plan preparation. No ITQ was required because the consultants were commissioned directly by Chorley Council
Private sector Stock Condition Survey		A draft report has been received from Building Research Establishment (BRE) in November. Briefing note circulated to ELT members for comment and feedback on summary findings.

Corporate Plan Projects		
Place	Status	Comments
Develop South Ribble Programme for festivals and events	Completed	2018/19 events programme complete. Planning for 2019/20 underway. Project team meeting 30 Jan. Leadership Team to consider remuneration and recruitment of event staff.
South Ribble Ambassador programme		Project requires discussion at Leadership Team following further political input
Capital projects including WW1 Centenary with the McNamara VC memorial, Walton le Dale car park and New Longton Improvements		All these projects are complete barring New Longton . New Longton has been allocated a provisional budget in the 2019/20 capital programme. Consultation was undertaken December 2018 and we are drafting issue and options for further prioritisation.
Masterplan for River Ribble Green links joining river frontage to local amenities & wider network		Consultants appointed to product masterplan which joins up with central parks and green links program. Issues and options June 2019.
Accessibility work including completion of Cross Borough Link Road		Part 1 of CBLR from Bee Lane to Carrwood Road (construction of bridge over cycle way) to be completed by March 2019. Part 2 of CBLR from Bee Lane to Flensburg Way is subject to planning app related to Pickering's Farm which is due to be submitted April 2019.
Progress development of a project for new Ribble Crossing (subject to HIF Funding being awarded)		Without funds to undertake a Feasibility Study the project has stalled. Partnership working with LCC to ensure that bids are made to secure the funding is ongoing. To move forward -this project has to be prioritised by LCC to ensure work to secure the funding for the Feasibility Study is undertaken.
Progress Delivery of Central Parks Masterplan		Ongoing delivery of central parks masterplan. Increasing overlap with Green Links program with both delivering linked outcomes.
Lead the development of the Borough Community Strategy		A report and draft of the community strategy due to go to ELT in January. Further meeting of Task Group taking place 15th January followed by wider partners on 31 January 2019 to finalise and agree broad actions on adoption.
Development of a renewable energy feasibility study		The renewable energy study has been undertaken and a report will be presented to Cabinet in March.

Our People	Status	Comments
Phase 1 of Apprenticeship Factory concept		Key partners in the apprentice factory have been engaged, an investment and skills unit has been established. The “Apprentice First” briefing programme for staff carrying out PDR process has been deferred until the MENRVA work to revise the PDR process has been completed. The “Apprentice First” process was agreed by cabinet in 2018 and will be considered by Leadership team on 28th January.
Organisational Development: incorporating Phase 1 Senior Leadership Development Programme, Phase 1 Member Development Programme, organisational culture review and values and behaviours (as part of the refresh of the Transformation Strategy)	Complete	New leadership model approved, Leadership development training for T1-4 Leaders and Members commissioned, Cultural Mapping completed and transferred into BAU space – completed

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Corporate Priority	Risk Description	Risk Owner	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners	Status
General Corporate Risk	Failure of corporate governance leading to external intervention	Deputy CEO of Resource and Transformation	12	Risk Registers reviewed regularly	4	4	Ongoing Member Development. Review of Member Induction in order to ensure potentially new Members and / or Members new to specific roles Members receive appropriate training following May elections.	Legal Services Manager	Ongoing
				Member Development, Scrutiny review undertaken. Working with North West Employers Organisation on extending cultural mapping to Members. Continuing effective and tailored Member development opportunities.					
				AGS Action Plan					
				Inclusive approach to AGS developed, implemented for 2018/19 AGS. Approach to be fully inclusive, AGS work to be a continual process throughout 2019/20.					
				Council Constitution and Codes of Conduct					
General Corporate Risk	Reduction in Government Grant threatens the financial sustainability of the Council	Deputy CEO of Resource and Transformation	12	Budget Forecasting within MTFS with regard to Annual LG Finance Settlement	4	4	National Budget delivered 29/10/18 and implications to be reviewed as part of budget process. Budget timetable in place.	Section 151 Officer	In Progress
				5-year MTFS aligned to the 5-year Corporate Plan to ensure resources are allocated to deliver the corporate priorities			Currently MTFS aligns to the 5 year corporate plan.	Deputy Chief Executive (Regeneration & Growth)	Complete
				Robust monitoring and reporting of progress in delivering the Corporate Plan and MTFS			Clear targets in the Corporate Plan with robust performance monitoring.	Deputy Chief Executive (Resources & Transformation)	In Progress
				Financial Training for relevant staff and members			Approval in place for Legal & HR, Finance & Assurance and further opportunities are currently being developed with Chorley Borough Council.	Deputy Chief Executive (Resources & Transformation)	In Progress
				Maintain high Council Tax and Business Rates collection rates					

Corporate Priority	Risk Description	Risk Owner	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners	Status
General Corporate Risk	Fraud & Corruption	Deputy CEO of Resource and Transformation	8	Fighting Fraud and Corruption Locally	6	3	A review of the Council's Anti Fraud & Corruption Strategy will be undertaken and a revised policy developed. Update anti-fraud Strategy	Interim Head of Shared Assurance	Jun-19
							A review of the Council's Corporate Fraud & Corruption risks is to be undertaken across all services in conjunction with relevant Senior Officers.	Interim Head of Shared Assurance	Jun-19
							Corporate Fraud & Corruption Risk Register to be developed and provided to Leadership Team.	Interim Head of Shared Assurance	May-19
				Periodic training / awareness sessions carried out with officers				Interim Head of Shared Assurance	2019/20
General Corporate Risk	Failure to be compliant with new General Data Protection Regulations (GDPR)	Deputy CEO of Resource and Transformation	9	GDPR Action Plan	6	4	A GDPR Project Group & action plan has been developed and is monitored by the Programme Board.	Director Of Customer and Digital	
				Monthly review of GDPR action plan by Programme Board			Develop Policies, process & procedures in respect of GDPR, Security Breaches & reporting to ICO	Director Of Customer and Digital	
							Develop a more inclusive approach to the review of Security breaches by developing an Internal Security group to review & take decisions on reporting to ICO	Director Of Customer and Digital	
General Corporate Risk	Impact of Brexit on Council Services	Deputy CEO of Resource and Transformation	4	Weekly policy review	1	1	We continue to take an overview of the potential impact through the Local Governance Association and through other networks	Assistant Chief Executive (Resources & Transformation) Interim Head of Shared Assurance SRBC Leadership Team (Leadership Team)	On going
				Brexit negotiations and legislation under regular review for developments that may have an impact on services			Develop Risk Register and review risks relative to the impact on South Ribble of no deal Brexit		Feb-19
							Work closely with LRF, External Audit & Lancashire Districts to develop risks and controls, action plans and understand impacts.		In place & Ongoing
General Corporate Risk	Failure of Information systems and data security	Deputy CEO of Resource and Transformation	8	Maintaining high level of ICT security, achievement of PSN accreditation.	6	4	Secured PSN compliance August 2018. The ICT service plan includes actions to ensure preparedness for annual review.	Director Of Customer and Digital	
				Development of annual ICT work programme			Developed work programme further to SOCITIM review and IT Health Check. This is included in the internal audit schedule for 2018/19 as another method to test our robustness in this area.		
				Implement recommendations of SOCITIM Review as appropriate					
				Digital Strategy Developed and Plan to deliver in place.			Develop individual project plans to deliver strategy over next 5 years	Director Of Customer and Digital	5 year plan

Corporate Priority	Risk Description	Risk Owner	Inherent Risk Score	Existing Control Measure Description	Residual Risk Score	Target Risk Level	Actions to mitigate risk	Action Plan Owners	Status					
General Corporate Risk	Lack of capital funding to undertake large scale improvements to parks, open spaces and leisure facilities	Deputy CEO of Resource and Transformation	9	Capital programme reflects the priorities in the Corporate Plan	4	4	Corporate plan projects are monitored on a monthly basis by the Programme Board and Extended Leadership Team on a quarterly basis.	SRBC Leadership Team (Leadership Team)	Overdue					
				Regular monitoring of Capital Programme										
General Corporate Risk	Lack of staff resources, systems and / or the skills needed to deliver services and corporate plan and improvement activities	Deputy CEO of Resource and Transformation	12	Transformation Strategy approved by Cabinet	8	4	Implementation of the new organisational structure is underway with all post now appointed to, with the exception of Shared Services Posts. Shared Services Board to be reconvened after Extraordinary Council Meeting on 1st November due to possible change of political leadership.	Deputy Chief Executive (Resources & Transformation)	In Progress					
				Policies including Pay Policy / Recruitment policy						Council are currently considering options to create a new PDR system. Work has started on this project and recommendations are due towards the end of November. liP recommendations will be driven forward by the Senior Leadership Team. The Pay Award 2019 work is underway.	Deputy Chief Executive (Resources & Transformation)	In Progress		
				Employee Benefits - keep under review and in line with best practice						Investment in programme and project management capacity and skills			SRBC Leadership Team (Leadership Team)	Ongoing
				Implement the Transformation Strategy action plans with a focus on organisational development						Senior Leadership Team are refreshing the Transformation / Change Programme. This will be reported in to Members by January 2019 in line with the budget process.			SRBC Leadership Team (Leadership Team)	In Progress
				Transformation Strategy						Project Management System is now in place.			SRBC Leadership Team (Leadership Team)	Complete
				Project Management System						Cultural Review has taken place with Culture Mapping and there is a baseline now in place, with a view to review in March 2019.			SRBC Leadership Team (Leadership Team)	Ongoing
				Organisational Culture Review						Senior Leadership Team developing role out of new leadership model.			SRBC Leadership Team (Leadership Team)	Ongoing
				Investment in organisational development, staff and member development										

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

REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
McKenzie Arms, Station Road, Bamber Bridge	Corporate Support and Assets	Assistant Director Property and Housing

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? <i>This should only be in exceptional circumstances.</i>	No
Is this report confidential? <i>If Yes, insert details of the relevant exclusion paragraph(s). These are listed in the Constitution Part 4, page 25 (Access to Information Procedure Rules)</i>	No

1. PURPOSE OF THE REPORT

- 1.1. To bring forward a proposal for Cabinet consideration, setting out the future use of a brownfield site in Bamber Bridge for development
- 1.2. The report shall also update Cabinet on the consultation exercise that has taken place and proposed next steps around consultation.

2. PORTFOLIO RECOMMENDATIONS

- 2.1. Cabinet agree to a full options appraisal for the development and delivery of this site to provide affordable and/or mixed use housing.
- 2.2. That a further report is provided to cabinet detailing a full business plan and investment options for the scheme.
- 2.3. Cabinet approve an application to One Public Estate, usage of Section 106 monies and other funding schemes are explored to help fund the development.

3. REASONS FOR THE DECISION

- 3.1. The decision taken will work towards addressing the current Housing requirements for the residents of the Borough, and will ensure the Council receives Value for Money in the use of its assets and investments.

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	

5. BACKGROUND TO THE REPORT

- 5.1. The site in question was originally purchased by the Council in 2012 to assist in the development of a much larger residential development site to the rear of the site in question. At the time of acquisition, Members were provided with a comprehensive report, setting out the options for purchase, along with an assessment of all appropriate risk, and approval was given for the acquisition.
- 5.2. Since 2012, the developer of the land to the rear submitted two separate planning applications with regards developing out land to the rear. One of these application contained the land in question as key access, the second provided access via an alternative route which was not in the control of this Council. Both of these applications where approved by this Council.
- 5.3. In 2018, the developer commenced the redevelopment of the land to the rear, and notification has been received that the Council owned site will now no longer be required by the developer for access.
- 5.4. The Council now has an opportunity to bring this site forward for meaningful development, and redevelop this prominent site in Bamber Bridge from a brownfield site, to a development that not only meets the needs of the community, but also develops a quality built environment.
- 5.5 The Council's most recent Strategic Housing Market Assessment identifies a clear need for affordable rented units in the Borough. The Council's waiting list (Select Move – Choice Based Lettings Scheme) figures for Bamber Bridge indicates most demand for rented accommodation.
- 5.6 The following table illustrates the current number of Select Move applicants recorded for Bamber Bridge as their first choice area as at 29 January 2019:

Bamber Bridge	
1Bedroom	62
2Bedroom	44
3Bedroom	17
4Bedroom	5
Total	128

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

- 6.1 The site in question sits in a prominent position, as a gateway site entering Bamber Bridge. The site is currently Brownfield in its nature, with the former McKenzie arms building being demolished some years ago. Its current use is as informal car parking.
- 6.2 In considering appropriate alternative uses for this site, the council must ensure that it receives appropriate value for money (considering its original purchase price), and provides a development that meets the needs of the community.
- 6.3 Following a recent consultation with the community, there was only one response from a member of the community who suggested that the land be retained as a car park for local residents. Recent housing surveys have identified however, that there is a real need for Affordable Homes including social rent and low cost homeownership within Bamber Bridge, and this site would appear to be well positioned to facilitate such a development.
- 6.4 It is proposed that a full options appraisal is now carried out on this site, to explore further the viability of providing quality affordable homes on this site
- 6.5 Once this work is complete, a further, detailed report will be submitted to Cabinet, seeking a detailed investment decision.

7 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1 Several consultation events have taken place with the community around the future use of this site. The community were frustrated that the site has not been used for access to the land to the rear, however, as detailed in the body of this report, this matter lies outside the control of this Council.
- 7.2 In December 2018, the Council carried out further consultation with the community to seek views on the future use of the site. The response has been very limited. There was only one respondent and they stated that they wanted the site to be used as a car park for local residents.

8 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8.1 The Council could choose not to develop the site and retain it as temporary car parking. However, this would require some form of investment in the surfacing of the site should it remain as permanent parking. This is not recommended as there are alternative more pressing demands around the need for affordable housing, and this would not meet the best value principles of the use of council assets. Initial financial viability indicates that financial return for car parking would not provide 'value for money'.

9 FINANCIAL IMPLICATIONS

- 9.1 The proposals in this report will provide the opportunity for the Development of the site to provide a source of long term ongoing revenue to recoup the original purchase price of the site. The council will also consider as part of the appraisal how it can use other resources including s106 affordable homes reserves or One Public Estate funding to bring forward a sustainable development.

10 LEGAL IMPLICATIONS

- 10.1 A review has been carried out of the legal position with regards to the future use of this site, and the parameters of future development of the site.

- 10.2 Once a full options appraisal is carried out in respect of possible ways forward, more detailed legal advice will be provided to Cabinet on the delivery model and the full legal implications of what is considered, before any formal investment is made.

11 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

Not applicable.

12 ICT/TECHNOLOGY IMPLICATIONS

Not applicable.

13 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

- 13.1 The future use of this asset will align to the council's strategic asset management strategy.

14 RISK MANAGEMENT

- 14.1 This project will be delivered in line with the council performance management framework, with risk for the project being identified, recorded and managed within this process.

15 EQUALITY AND DIVERSITY IMPACT

- 15.1 The development of this site has the potential to provide quality, affordable homes for the residents of the Borough. Equality and diversity issues will also be considering at the design and delivery stages.

16 RELEVANT DIRECTORS RECOMMENDATIONS

- 16.1 Cabinet approve the development of a full options appraisal for this site, for the delivery of affordable homes, with a full proposal and business case being brought back to cabinet for further consideration. A funding bid to One Public Estate, use of Section 106 monies and bids for other funding streams shall be explored as part of the business planning process.

17 COMMENTS OF THE STATUTORY FINANCE OFFICER

- 17.1 Development of this site will enable the council to recover its original investment through long term sustainable income.

18 COMMENTS OF THE MONITORING OFFICER

- 18.1 At this juncture we are proposing to look further into what our options are for the development of this piece of land. Once these options have been developed then detailed legal advice will be provided on the full implications of such proposals.

19 BACKGROUND DOCUMENTS

- 19.1 There are no background documents to the report.

20 APPENDICES

- 20.1 There are no appendices to the report.

Assistant Director of Property and Housing

Report Author:	Telephone:	Date:
Assistant Director of Property and Housing	01772 62 5228	26/02/19

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REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
Worden Hall Market Investment Opportunity feedback	Corporate Support and Assets	Assistant Director Property & Housing

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? <i>This should only be in exceptional circumstances.</i>	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

- 1.1 To update Cabinet on progress with securing investors and/or occupiers to bring the Main Hall in Worden Park back into use.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 It is recommended that Cabinet grant approval to permit officers to enter into negotiations with Bidder A in order to consider further and take forward their investment proposals for Worden Hall. Further update reports shall be provided to Cabinet for consideration.

3. REASONS FOR THE DECISION

- 3.1 The Council has advertised an investment property opportunity at Worden Hall and has sought proposals from potential investors and occupiers who would like to invest in the hall. The advert was placed on the Council's website and has been advertised through Linked In. A press release was also undertaken to highlight the opportunity to the market and to local media outlets.
- 3.2 Feedback from interested parties has been received and assessed against a number of criteria as outlined within the market investment opportunity documentation.

- 3.3** It is important to note that this is a property disposal/investment and not a procurement exercise and as such it sits outside procurement regulations. Property deals are solely assessed against market value/ best value considerations however clearly due the sensitive location in question it would be appropriate for the council to look at the type of activities being proposed. All conditions of any deal would be dealt with through the property lease structure. As Worden Hall is located within an area designated as green infrastructure any disposal would need to be in compliance with the usual rules for disposal of Public Open Space, this is a requirement of Section 123 (2A) Local Government Act 1972.
- 3.4** It is important that the Council develops viable plans to optimise the use of Worden Hall and reduce the ongoing liability and risk that the Council is exposed to.

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	
--------	--

5. BACKGROUND TO THE REPORT

- 5.1** On the 28th January 2019 the Council advertised the above investment opportunity for Worden Park. An advert was placed on the Council's website, the opportunity was advertised on Linked In and a briefing was provided to a host of media outlets which resulted in the investment opportunity being highlighted by the Lancashire Post, Leyland Guardian and house and heritage website.
- 5.2** The Council received 6 initial enquiries regarding the investment opportunity from a range of organisations and individuals.
- 5.3** The closing date for proposals to be submitted was 5.00pm on Thursday 28th February 2019 and proposals were received from Bidders A and B using the prescribed survey monkey template to share their plans for the hall and provide details on their turnover and financial viability. One further proposal was received for the investment opportunity from an individual who recommended that the Hall be kept under the control of the council and used as a multi-purpose community asset combining its use for conferences, weddings, shows and community events. This proposal has been discounted as it was not submitted using the prescribed survey monkey template, there appeared to be a lack of experience on behalf of the proposer in running such an initiative and there was no financial information or evidence that the individual could lever in any financial or professional support to help deliver their vision for the Main Hall.
- 5.4** A multi-disciplinary team was established involving the Assistant Director for Property and Housing, Senior Legal Executive (Property and Contracts), Estates Surveyor and Technical Administrator to review the submissions and recommend a preferred bidder for the Council to

select in order to enter the next stage in its discussions to bring forward plans for investment into the Hall.

- 5.5** The submissions were assessed and scored against the 5 criteria outlined in the market investment opportunity. As noted earlier this is a property disposal/investment opportunity which is governed by market value/best value and is not a procurement exercise.
- 5.6** Further to receiving the market bids, it was necessary for the Council to seek further information and clarification regarding the financial values of each proposal and with regard to our duties as set out in Section 123 of the Local Government Act 1972 concerning best value and as part of an open and transparent market process, the opportunity was provided to both bidders to provide the further detail and clarification required which resulted in a short extension to the deadline until Friday 8th March 2019.
- 5.7** Having reviewed the two submissions from Bidder A and Bidder B it would appear that Bidder A have a significantly stronger financial position and their bid is more advantageous than Bidder B whom appear to want to utilise only part, rather than the whole of the Hall.
- 5.8** Bidder A have stated that they willing to allocate a budget to undertake internal adaption works to satisfy their operational needs and in line with the internal elements of the stock condition survey report [subject to Council and Conservation Officer approval].
- 5.9** With regard to the legal relationship sought by each bidder, Bidder A have stated that they would commit to a lease for a period of up to 25 years within the Landlord and Tenant Act 1954, but would look for some flexibility relative to break periods. They have confirmed that they are cognisant of the Council's requirements and that commercial terms have to be at market value pursuant to the agreed lease arrangements and legal obligations. Bidder B have stated that they would be looking for rental period of 3 years.
- 5.10** It is also of note that the vision for the use of the hall as outlined by Bidder A is much more closely aligned to the plans for the Hall as developed by the Council's consultants' Purcell and Amion whom have identified the potential for using Worden Hall as a venue for high value weddings and civil ceremonies as well as hosting business and social functions.
- 6.0 PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)**
- 6.1** Please note above report and recommendations.
- 7.0 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**
- 7.1** A consultation exercise is not required at this stage. Once detailed proposals have been developed this shall be subject to further reports and consultation as required.
- 8.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**
- 8.1** The Council could choose not to develop the Main Hall. This is not recommended as the Hall has the potential, with investment, to become an attractive asset which is highly valued by the community and could help to improve the long term financial and risk position of the Council.
- 8.2** The market investment opportunity has demonstrated that there is limited, although credible interest from a potential investor in Worden Hall. The Council could choose to undertake a more expansive marketing and promotional exercise however there is no guarantee that if it did so that a better market position could be obtained.
- 9.0 FINANCIAL IMPLICATIONS**

9.1 This report updates Members on proposals to seek an external investor or occupier for Worden Hall. The aim being to improve the overall financial position of the Council both in terms of reducing ongoing financial and risk liabilities associated with the property and provide for a potential future income generating opportunity. Further discussion with Bidder A and an update on due diligence shall be reported back to Cabinet.

10.0 LEGAL IMPLICATIONS

10.1 As this property is within an area designated as green infrastructure any disposal would need to be in compliance with the usual rules for disposal of Public Open Space, this is a requirement of Section 123 (2A) Local Government Act 1972.

10.2 By virtue of Section 123 (1) Local Government Act 1972 the Council may dispose of land held by them in any manner they wish - the further discussions required with Bidder A will produce agreement as to the manner in which Worden Hall is disposed of.

10.3 By virtue of Section 123 (2) Local Government Act 1972 the Council cannot dispose of land for a consideration less than the best that can reasonably be obtained, however the Council will obtain expert advice to ensure the best value element is complied with. Should a sale at undervalue be considered (which we do not believe will be the case here), the General Disposal Consent (England) 2003 provides Councils with Freedom to dispose of its land at an undervalue of £2 million or less.

10.4 In addition and dependent on what deal is agreed, Legal Services will advise on compliance with the European Commission's State aid rules (which we do not believe are applicable in this case).

10.5 Legal Services will provide ongoing advice, depending on the outcome of negotiations in respect of property disposal requirements.

11.0 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

11.1 Not applicable.

12.0 ICT/TECHNOLOGY IMPLICATIONS

12.1 Not applicable.

13.0 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

13.1 Please note comments above.

14.0 RISK MANAGEMENT

14.1 An initial review has been undertaken on the financial standing of each bidder and of their bids. A more detailed risk assessment and due diligence exercise shall be undertaken in order to ensure that any proposals are viable, deliverable and minimise the risks associated with the property disposal deal.

15.0 EQUALITY AND DIVERSITY IMPACT

15.1 Not applicable.

16.0 RELEVANT DIRECTORS RECOMMENDATIONS

16.1 It is recommended that Cabinet grant approval to permit officers to enter into negotiations with Bidder A in order to consider further and take forward their investment proposals for Worden Hall. Further update reports shall be provided to Cabinet for consideration.

17.0 COMMENTS OF THE STATUTORY FINANCE OFFICER

17.1 Worden Park is a key priority in the corporate plan. External investment will seek to enhance the facility whilst reducing the overall net liability and cost to the Council and bring forward potential income generation opportunities.

18.0 COMMENTS OF THE MONITORING OFFICER

18.1 What is contemplated here is a land disposal by way of a long lease. The crucial thing in this regard is that we have regard to our duties set out in Section 123 of the Local Government Act 1972 concerning best value.

19.0 BACKGROUND DOCUMENTS

19.1 A copy of the advert and questionnaire is attached for information.

20. APPENDICES

20.1 Overview of market bids from interested parties. – Appendix 1.

Peter McHugh

Assistant Director of Property and Housing

Report Author:	Telephone:	Date:
Peter McHugh Assistant Director of Property and Housing	01772 625228	7/2/19

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Cabinet report 20th March 2019

Worden Hall Market Investment Opportunity feedback – Appendix 1

Worden Hall - Initial bidder assessment		Bidder A	Bidder B
Proposed use		Charity HQ building for own and community use	Arts and crafts centre with Community use
Tenant	Status	Company	Community Interest Company
	Current Turnover	Over £500,000 p.a.	Less than £50,000 p.a.
	Operating	Over 30 years	Less than 10 years
Property Terms		Long term(up to 25 years) Full insuring repairing lease	Short term 3/5 year tenancy
Proposed Investment		Own capital investment to match against SRBC into property refurbishment	Limited Capital

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Date: 31/1/19

Your ref:

Our ref: ADPH/PM

Please ask for: Louise Hawkins

Extension: 5302

Direct Dial Tel: 01772 (62) 5302

Email: lhawkins@southribble.gov.uk

Civic Centre, West Paddock,
Leyland, Lancashire PR25 1DH
Tel: 01772 421491
Fax: 01772 622287
Email: info@southribble.gov.uk
Website: www.southribble.gov.uk

South Ribble Borough Council – Market Investment Opportunity: Main Hall at Worden Park, Leyland.

South Ribble Borough Council (the Council) is seeking views from potential parties on an investment opportunity relating to the Main Hall at Worden Park, Leyland. This is great investment opportunity for organisations and business to invest and/or occupy in an iconic local community asset which is greatly valued by both residents and visitors.

Worden Hall Park is a 60 Acre, Grade 2 listed park located 0.25 miles from Leyland Town Centre. The park includes the following features:

- Playground
- Hedge maze
- Walled garden
- Model railway (run by Leyland Society of Model Engineers)
- Miniature golf (run as a concession)
- Café (operates on a lease)
- Ice cream kiosks (operates on a lease)
- Football pitches
- Business units (occupied under rolling leases)
- Main car park plus main Hall

The park generates approximates 300,000 visitors each year and the Council on occasions holds specific events on the park which generate considerable footfall.

The aim of this investment opportunity is to present to the open market and source the following:

1. To receive market proposals and understand the full range of options available and interest in investment and/or occupation for the Main Hall. All submissions should be on best proposal basis with all financials clearly outlined within.
2. To enable the council to assess the level of market interest and understand the appetite for investment (and/or occupation) from interested parties either on a standalone basis or in other structures (ie) joint investment with SRBC.
3. To identify options for delivering value for money and reduced costs to the Council. Whilst the Council's priority will be to seek and achieve full Best Value, it will also consider proposals



INVESTORS
IN PEOPLE | Gold

Peter McHugh – Assistant Director of Property & Housing

under Best Value subject to the balance of wider outcomes to be achieved from the proposal (within legislative parameters).

4. To identify the benefit to the community from each of the proposed options and complimentary to the wider location and surroundings of the site.
5. To assess whether or not potential parties have experience of being involved in and delivering similar projects either directly or indirectly. .

*Please note the Council **WILL NOT** consider any offers or proposals for Freehold Disposal.

Feedback from all interested parties shall be assessed using the 5 criteria mentioned above and could lead to further discussion and engagement with parties to help shape next steps of consideration including that of exclusivity periods and/or contractual negotiations and completion (subject to formal Cabinet approval). .

For the avoidance of doubt, the Council is under no obligation to accept any proposals received and/or to continue with the market exercise and can withdraw at any-time within the process at its own discretion. In addition, any decision to be undertaken by the Council will be fully subject to Cabinet process & Cabinet approval. For the avoidance of doubt, this market investment opportunity is not and will not formally begin a procurement exercise or constitute any commitment by the Council to undertake any procurement exercise under Public Contracts Regulations 2015 ("PCR 2015").

This investment exercise will also provide an opportunity for the Council to obtain insight into how potential investors might approach the Hall as well as the level of interest from the market.

Supporting Documentation

There are a number of supporting documents available upon request and upon completion of a signed confidentiality agreement. The documents available are:

1. Stock Condition Survey
2. Habitat & Bat Survey
3. Conservation Statement

Confidentiality and Freedom of Information

We do ask that all interested parties sign a Non-Disclosure Agreement before we release any information to you. The purpose of the agreement is to protect both our and your confidential information. It also allows us to engage in a meaningful dialogue and to make decisions based on the best information available. Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA that request will be dealt with in accordance with the legislation and giving full regard to the Non-Disclosure Agreement.

A copy of the Non-Disclosure Agreement can be found [here](#), please send this to Louise Hawkins at lhawkins@southribble.gov.uk. Should you wish to arrange a visit to inspect the property then please contact Louise Hawkins on 01772 625301 or email lhawkins@southribble.gov.uk.

In order to submit a proposal in this exciting opportunity potential parties are required to complete the questionnaire below which shall gather a range of qualitative data and information. The information collected during this market exercise will not be used for any other purpose.



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Peter McHugh – Assistant Director of Property & Housing

To complete the questionnaire please follow the link below:

<https://www.surveymonkey.co.uk/r/7BHD9CT>

Please read this document and if you feel that your organisation is able to submit then please complete the above questionnaire. Please can you email Louise to confirm that you have completed the questionnaire by 5.00pm on Thursday 28th February 2019.

Should you have any queries regarding the scheme or require any further information or clarification then please contact Louise Hawkins on 01772 625301 or email lhawkins@southribble.gov.uk. Please can you email Louise with your expression of interest by 5.00pm on Thursday 28th February 2019.

Yours sincerely,



Peter McHugh BA (Hons) MCIH
Assistant Director of Property & Housing
South Ribble Borough Council

01772 (62) 5228|07583 072247
Civic Centre, West Paddock, Leyland, PR25 1DH
pmchugh@southribble.gov.uk
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South Ribble Borough Council – Market Investment Opportunity: Main Hall at Worden Park, Leyland.

South Ribble Borough Council (the Council) is seeking views from potential parties on an investment opportunity relating to the Main Hall at Worden Park, Leyland. This is a great investment opportunity for organisations and business to invest and/or occupy in an iconic local community asset which is greatly valued by both residents and visitors.

Worden Hall Park is a 60 Acre, Grade 2 listed park located 0.25 miles from Leyland Town Centre. The park includes the following features:

- Playground
- Hedge maze
- Walled garden
- Model railway (run by Leyland Society of Model Engineers)
- Miniature golf (run as a concession)
- Café (operates on a lease)
- Ice cream kiosks (operates on a lease)
- Football pitches
- Business units (occupied under rolling leases)
- Main car park plus main Hall

The park generates approximately 300,000 visitors each year and the Council on occasions holds specific events on the park which generate considerable footfall.

The aim of this investment opportunity is to present to the open market and source the following:

1. To receive market proposals and understand the full range of options available and interest in investment and/or occupation for the Main Hall. All submissions should be on best proposal basis with all financials clearly outlined within.
2. To enable the council to assess the level of market interest and understand the appetite for investment (and/or occupation) from interested parties either on a standalone basis or in other structures (i.e.) joint investment with SRBC.
3. To identify options for delivering value for money and reduced costs to the Council. Whilst the Council's priority will be to seek and achieve full Best Value, it will also consider proposals under Best Value subject to the balance of wider outcomes to be achieved from the proposal (within legislative parameters).
4. To identify the benefit to the community from each of the proposed options and

complimentary to the wider location and surroundings of the site.

5. To assess whether or not potential parties have experience of being involved in and delivering similar projects either directly or indirectly.

*Please note the Council **WILL NOT** consider any offers or proposals for Freehold Disposal.

Feedback from all interested parties shall be assessed using the 5 criteria mentioned above and could lead to further discussion and engagement with parties to help shape next steps of consideration including that of exclusivity periods and/or contractual negotiations and completion (subject to formal Cabinet approval).

Feedback from all interested parties shall be assessed using the 5 criteria mentioned above and could lead to further discussion and engagement with parties to help shape next steps of consideration including that of exclusivity periods and/or contractual negotiations and completion (subject to formal Cabinet approval).

For the avoidance of doubt, the Council is under no obligation to accept any proposals received and/or to continue with the market exercise and can withdraw at any-time within the process at its own discretion. In addition, any decision to be undertaken by the Council will be fully subject to Cabinet process & Cabinet approval. For the avoidance of doubt, this market investment opportunity is not and will not formally begin a procurement exercise or constitute any commitment by the Council to undertake any procurement exercise under Public Contracts Regulations 2015 (“PCR 2015”).

This investment exercise will also provide an opportunity for the Council to obtain insight into how potential investors might approach the Hall as well as the level of interest from the market.

Supporting Documentation

There are a number of supporting documents available upon request and upon completion of a signed confidentiality agreement. The documents available are:

1. Stock Condition Survey
2. Habitat & Bat Survey
3. Conservation Statement

Please sign the Non-Disclosure Agreement which can be [accessed here](#), and return this to lhawkins@southribble.gov.uk to receive a copy of the supporting documentation.

General Information:

1. Organisation Name:

2. Address:

Address

City/Town

ZIP/Postal Code

3. Website:

Main contact for correspondence about this questionnaire:

4. Name:

5. Position:

6. Telephone Number:

7. Mobile Phone Number:

8. Fax Number:

9. Email Address:

Company Registration

10. Date of Formation:

Date / Time

MM/DD/YYYY

11. Place of Formation:

12. Date of Registration:

Date / Time

MM/DD/YYYY

13. Company Registration Number:

14. Brief description of primary business activities and main products and services:

15. Please tick the correct box to indicate whether you are a:

- | | |
|---|--|
| <input type="radio"/> Sole Trader | <input type="radio"/> Private Limited Company |
| <input type="radio"/> Partnership | <input type="radio"/> Industrial and Provident Society |
| <input type="radio"/> Limited Liability Partnership | <input type="radio"/> Registered Charity |
| <input type="radio"/> Public Limited Company | |
| <input type="radio"/> Other (please specify) | |

16. Please state what are your plans for Worden Hall:

17. Please state any relevant experience or evidence of undertaking similar projects:

Financial Information

Please state your turnover (value of work undertaken in the final end-) for the last three financial years, as reported in the final end-year statements of accounts:

18. Year-Ending

Year 1

Year 2

Year 3

19. Turnover

Year 1

Year 2

Year 3

Should you have any queries regarding the scheme or require any further information or clarification then please contact Louise Hawkins on 01772 625301 or email [**lhawkins@southribble.gov.uk**](mailto:lhawkins@southribble.gov.uk).

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REPORT TO	ON
Cabinet	20 th March 2019



TITLE	REPORT OF
Joint Procurement Strategy 2015 to 2018 Performance Report & Proposals for a new 3 year Joint Procurement Policy	Deputy Chief Executive – Resources & Transformation (Section 151 Officer)

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

This report sets out the performance achieved against the 2015 -2018 Chorley Borough and South Ribble Borough Councils Joint Procurement Strategy and includes recommendations for a new refreshed 3 year Joint Procurement Policy commencing 1.4.19.

2. RECOMMENDATIONS

- 2.1 that the contents of this performance report are noted
- 2.2 that the proposed refreshed draft Joint Procurement Policy included at Appendix 3 is adopted.

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	
--------	--

Delivery of the Joint Procurement Policy has clear links to delivery of the corporate priorities at both Councils and these are clearly shown on the proposed refreshed Joint Procurement Policy included at Appendix 3

4. BACKGROUND TO THE REPORT

- 4.1 Chorley and South Ribble Borough Councils have operated a shared procurement service as part of a wider financial and shared assurance service since January 2009. A joint procurement strategy was implemented later that same year.

The 2015 to 2018 Joint Procurement Strategy has now expired. Recommendations for a revised policy moving forward have been delayed pending publication of the new draft 2018 National Procurement Strategy and also to provide for, senior management and structure changes, in order to ensure effective consultation and buy-in to any new proposals moving forward.

The expired 2015/2018 policy includes objectives and actions based on four Joint Procurement Priorities linked to the 2014 National Procurement Strategy (NPS) themes as listed below

Joint Procurement Priority	2014 NPS Theme
Procurement that is effectively managed and monitored complying with relevant rules both internal and external	Leadership
Procurement that engages all buyers/commissioners, is market aware and delivers sustained competitiveness and value for money	Making Savings
Procurement that is inclusive, sustainable and socially responsible	Supporting Local Economies
Procurement that works with partners and suppliers to everyone's advantage and exploits the benefits of technology	Modernising Procurement

A copy of the 2015 -2018 strategy is attached at Appendix 2 for information.

This report sets out at Appendix 1 the performance achieved against the expiring 2015 -2018 Strategy and includes recommendations for a new refreshed 3 year policy commencing 1.4.19.

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

5.1 Summary of Progress and Achievements

Significant progress and achievements have been made during the life of the previous document. Key achievements include:

- Guidance, promotion and awareness across both Councils including presentation to SRBC Core Managers, and one to one and team sessions as appropriate.
- Maintenance and promotion of useful guidance documentation including a quick reference Pocket Guide of the Procurement Process and a detailed more comprehensive Staff Guide to Procurement.
- Development and publication of a Members Pocket Guide to Procurement.
- Standard Conditions of Contract Pack including template sets of Conditions for various contract types together with user guidance, maintained and published in consultation with Legal Services at both CBC and SRBC and implemented across both authorities.
- Template Quotation and Tender documentation maintained and used at both authorities to simplify the procurement process for both officers and suppliers
- Management of the Chest e-procurement portal, including migration to Version 3.
- Review and Update of Contracts Procedure Rules at both authorities including new requirements arising from the 2015 Public Contracts Regulations including Contracts Finder obligations, together with some additional practical updates to ensure the rules

remain effective, clear, and fit for purpose, and minimising bureaucracy whilst maintaining effective control.

- Use of national frameworks where appropriate to maximise efficiencies in the procurement process and take full advantage of collaborative opportunities e.g. insurance, vehicles, energy, construction, consultancy, agency staff, office stationary, Microsoft Licensing, ICT projects etc.
- Delivery of several inter-authority collaborative procurement projects including insurance, PPE (Personal Protective Equipment), janitorial products, spring and summer bedding plants, consultancy etc.
- Provision of valued professional procurement advice and support across both Councils from day to day general assistance to major procurement exercises and significant corporate projects including the major waste and recycling contracts at both authorities, several high value vehicle procurements, the Joint Insurance Tender, the ERDF funded Digital Office Park project at Chorley and various D & B of play schemes, building and regeneration works etc.
- Achieving consistently high results in customer satisfaction surveys, including an excellent rate of 100% overall customer satisfaction in each of the last three annual surveys.
- Consistent delivery of a high quality service with blended working across all service areas.
- Detailed spend analysis carried out to identify a clear picture of procurement, establish procurement opportunities, and also areas where additional training may be required.
- Development at SRBC in consultation with IT, Legal and other colleagues of an e-workflow on Firmstep to process waiver of intermediate value Contracts Procedure Rule (CPR) requests, capturing required approvals and additional Finance and procurement comments. The system will provide a full e-audit history, and a fully searchable database of all waiver requests submitted through it. A similar system is in operation at CBC.
- Significant procurement efficiencies achieved through the procurement process exceeding the £100,000 cumulative strategy target for each Council. The Procurement Team have been involved in a wide variety of procurement and tendering processes and, over the three year Strategy life procurement activity has generated efficiencies for both Councils as set out below. The vast majority of savings have been calculated by comparing the accepted tender cost with budget provision /pre-contract estimate or by comparing the accepted tender cost with the previous contract cost where the procurement is a contract renewal. Some savings have resulted in an actual budget reduction or have released funds to provide more for goods/ services/works.

Recorded procurement efficiencies for financial years 15/16, 16/17 and 17/18 achieved a cumulative total as detailed below.

- SRBC £2,091,947
- CBC £483,510

The significantly higher total achieved at SRBC is a result of the high annual savings achieved through the procurement of the waste partnering contract which resulted in a change of Contractor.

Significant savings in excess of £1.2 million per year have also been achieved in the recent procurement of the CBC waste contract and will be realised with effect from the commencement of the new contract with FCC from April 2019. It's worth noting that the new CBC waste contract will build further on CBC/ SRBC partnership working, generating

efficiencies and savings for both authorities with a shared FCC Contract Manager, and with depot, servicing and maintenance facilities provided for both authority contracts from the SRBC Moss Side depot.

5.2 Current Position and Moving Forward

Since the commencement of the Shared Procurement Service in 2009, many of the building blocks to an effective procurement service have been put in place including promotion and training, published guidance, awareness of social value and sustainable procurement, model documents, reviews of procedures and rules, a new financial system, e-tendering system and spend analysis. This has led to a gradual escalation of the procurement profile, and an improved culture and overall awareness of the importance of modern, best practice procurement processes, rules and procedures and relevant legislation. This in turn has resulted in an increased growth and demand for procurement support as more and more procurement opportunities are channelled through the Procurement Team.

As demand for the service has increased, resources within the shared Procurement team have become increasingly stretched and it is important that future plans and priorities recognise and take account of this. Moving forward we need to maintain and build on the achievements whilst continuing to be flexible and innovative taking advantage of new opportunities moving forward. This will require effective leadership, commitment and engagement at all levels to ensure that all officers are effectively aware, engaged and committed to their procurement responsibilities in delivering the Councils' respective corporate priorities and joint procurement priorities.

5.3 The New 2018 National Procurement Strategy

A new 2018 National Procurement Strategy (NPS) was launched in July 2018. The starting point for 2018 NPS is that councils are already well along the path set out in the previous 2014 NPS.

The 2018 NPS recognises that procurement is not just about compliance or tactical issues (these are a given necessity), but is a key tool in helping deliver corporate priorities and ambitions. This will require strong and effective leadership with best use of resources through partnership working with all those involved in the procurement and commissioning process, budget holders, suppliers, the wider public sector and other stakeholders.

The NPS focuses on the three themes listed below which are broken down further into a number of key areas.

- showing leadership
- behaving commercially
- achieving community benefits.

The NPS recognises that “a one size fit’s all” approach is not supported and it’s noted that district councils may, for example, have different objectives than larger Councils and that choices will naturally reflect local priorities and the resources available to the Council.

5.4. Recommendation for a new 3 year Joint Procurement Policy

Councils continue to operate in a very challenging financial environment. Demands and expectations of local public services is rising, and cost pressures are increasing, yet government grant to councils has reduced markedly (by more than 49% in real terms since 2010 according to the National Audit Office). It is therefore vital that procurement is recognised and used as a key tool to deliver financial sustainability, corporate priorities and ambitions within this challenging environment, whilst supporting the local environment.

A new 3 year Joint Procurement Policy commencing 1.4.19 is proposed and included at Appendix 3. The new proposed is presented in a simple, visual format which is easier to read and has a more immediate impact clearly showing corporate priorities, joint procurement priorities and clear links to the NPS themes, which are seen as central to successful delivery.

Proposed Vision:

Supporting the delivery of quality, cost effective services, and the Councils' corporate priorities, through strong leadership, innovation, and a strategic, commercially aware approach to modern, best practice and socially responsible, compliant procurement processes.

The Vision has been updated and the previous four Joint Procurement Priorities have been merged into three, maintaining and building on previous progress, with clear links to the NPS Themes which are shown as central to successful delivery.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

6.1 This report was initially presented and supported by the Services Joint Committee on the 7th February.

7. FINANCIAL IMPLICATIONS

Delivery of the procurement policy will consider revenue generation opportunities and contribute to the achievement of the Councils' targets for efficiencies, contributing to financial sustainability.

8. LEGAL IMPLICATIONS

The procurement activity of both Councils operates within and is compliant with, all relevant legislation.

9. COMMENTS OF THE STATUTORY FINANCE OFFICER (CBC)

9.1 Please see comments at paragraph 7 above.

10. COMMENTS OF THE MONITORING OFFICER (CBC)

10.1 Please see comments at paragraph 8 above.

11. OTHER IMPLICATIONS:

<p>▶ HR & Organisational Development</p>	<p>The refreshed procurement policy will benefit and develop staff through the development and delivery of new procurement training on the Council's e-learning platform</p>
<p>▶ ICT / Technology</p>	<p>Both Councils will continue to use and develop e-procurement solutions as appropriate.</p>
<p>▶ Risk</p>	<p>Management of risk is vital in any procurement project. Delivery of the procurement policy requires effective management of strategic risk and proactive engagement with strategic suppliers to mitigate risk, improve performance, reduce cost, and harness innovation.</p>
<p>▶ Equality & Diversity</p>	

Equality & Diversity is considered and taken account of in the Councils' procurement processes and template documents.
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12. BACKGROUND DOCUMENTS

There are no background documents to this report

13. APPENDICES

Appendix 1 – Performance against 2015-2018 Targets

Appendix 2 – Existing 2015 -2018 Joint Procurement Strategy

Appendix 3 – Proposed Refreshed Joint Procurement Policy







Tim Povall, Deputy Chief Executive – Resources & Transformation (Section 151 Officer) SRBC



Report Author:	Telephone:	Date:
Janet Hinds	01257 515622	30.1.19

Appendix 1: Performance against 2015-2018 Joint Procurement Strategy

Procurement that is effectively managed and monitored complying with relevant rules both internal and external


Our Priority Objectives
1. To ensure that governance arrangements set for the procurement partnership are effectively met and the commitments set out in the SLA are delivered.
2. To ensure that all procurement is in accordance with EU rules, the Council's Contract Procedure Rules and best practice procurement
3. The councils are effectively engaged with Procurement networks and PBO's and are aware of policy developments and procurement best practice
4. Recognition of the strategic importance of procurement and a commitment from the top






	Key Actions/Projects	Comments
	1. Provide professional procurement guidance and support on major procurements and other procurement projects.	Provided as required. Examples include waste and recycling, vehicles, grounds maintenance plant and equipment, works and regeneration projects, Chorley Digital Office Park, software and IT, insurance, consultancy, concierge services and many more.
	2. Keep updated, develop and review the range of procurement guidance information available and accessible to officers on SRBC Connect and CBC The Loop	Useful Pocket Guide to Procurement and more detailed Staff Guide to Procurement are maintained and updated. Recent updates include Safeguarding Section, CPR review, new EU thresholds, Prevent Duty and information on GDPR.
	3. Maintain up to date, template standard procurement documentation and Conditions of Contract to simplify the procurement process.	Template documentation for use on the Chest is maintained by the Procurement team and adapted for individual procurements. Template Conditions are also maintained and kept updated in consultation with Legal Services. Recent updates include incorporation of GDPR.
	4. Maintain /Achieve 50% professionally qualified procurement employees (FTE's) as a % of total procurement employees.	100 % Achieved. Both the Principal Procurement Officer and Procurement Officer are MCIPS qualified.
	5. Attend and contribute to regional events and other procurement networks to ensure visibility, input and awareness into developing policy and best practice	Members of the procurement team have attended various events including i-network, training events and Regional Chest meetings where these are considered relevant and useful and resources permit.
	6. Procurement officers to attend and take advantage of free face to face and e-learning on the new EU Procurement Directives.	This was a one-off event and was attended by the procurement team.

	Key Actions/Projects	Comments
	7. Regular reporting to the Shared Services Joint Committee	Completed through the routine performance monitoring reports
	8. Adopt a strategic commissioning approach where appropriate, to appraise new service delivery models and procurement and commissioning staff work together to ensure best outcomes for service users	<p>Commissioning can be defined as ‘Assessing the needs of the population in an area, designing and then securing the delivery of services’. Commissioning is therefore usually about securing services and has its origins in health and social care. At Chorley a commissioning approach was adopted for the commissions for advice service (covering debt), older people, children and families, community safety and vulnerable adults (women). This included completion of a needs analysis, with contracts designed and procured and monitored to ensure those needs are met.</p> <p>SRBC have, and are, carrying out extensive analysis and research in order to improve health and wellbeing which is a key priority and this work has led to the development of the Campus programme. Additionally the commissioning of the Young Persons Housing Advice Service and also the Floating support service was undertaken following the homelessness review in 2016 and the production of the new homelessness strategy in 2017.</p>

Procurement that engages all buyers/commissioners, is market aware and delivers sustained competitiveness and value for money


Our Priority Objectives
5) To contribute to the achievement of the Councils’ Targets for efficiencies
6) To deliver an efficient and effective joint procurement service which maximises efficiency for joint procurement, using a category management approach and taking advantage of collaborative working with partner organisations where appropriate.





	Key Actions/Projects	Comments
	9. Maintain a clear picture through procurement planning and spend analysis of the procurement landscape at both authorities to identify key action areas and collaborative opportunities	Spend analysis has been completed at both authorities and presented to ELT/SMT. The Transparency Contracts Register is circulated quarterly for departmental review and update prior to publication. Whilst this provides a prompt and alert to contract status, provision of procurement planning information from individual departments has been inconsistent. Work is now being planned and undertaken to create and implement a contract management system which will assist the planning process.

	Key Actions/Projects	Comments
	10. Adopt a category management approach to make savings by maximising value from areas of spend.	Spend and supplier analysis has contributed to standardisation and grouping of products in some cases across both CBC and SRBC into collaborative single quotation activity e.g. Personal Protective Equipment, and Janitorial products. Additionally all software and IT services contracts at SRBC have now been brought under the responsibility of IT for maximum value and control.
	11. Review and maximise the use of framework agreements and collaboration arrangements with other partners and PBO's where they are competitive, to deliver efficiencies and reduce duplication	Frameworks used extensively where they offer best value at both SRBC and CBC, examples include vehicles, IT software and services, stationary and wheeled bins.
	12. Work towards the achievement of a Procurement savings target of £100,000 cumulative savings per authority over the 3 year strategy life.	Savings target exceeded at both authorities.
	13. Ensure effective contract management of key contracts measuring contract outputs and key performance indicators to ensure competitiveness over the life of the contract	Contract management of key contracts is undertaken by individual Contract Managers at both authorities. Additionally, at CBC, performance of key partnerships is monitored, and performance against targets, together with an assessment of financial strength and any emerging issues, is reported annually to Executive Cabinet.
	14. Carry out an annual User Survey across both Councils to monitor satisfaction with the procurement service. Target 90% Satisfaction	100% satisfaction achieved in each of the last three surveys

Procurement that is inclusive, sustainable and socially responsible






Our Priority Objectives
7. To encourage a wide range of suppliers by removing barriers and improving access to our procurement opportunities.
8. To ensure that small firms are not unfairly excluded from bidding for council business.
9. To reduce the negative effect on the environment of the products and services we buy.
10. To gain maximum value from procurement through consideration and inclusion of economic, environmental and social value criteria in contracts


	Key Actions/Projects	Comments
	15. Balance local needs, environmental and social value factors with delivering value for money and ensure relevant procurement exercises incorporate sustainability as appropriate within the specification and evaluation criteria	Examples include vehicles, regeneration projects and services contracts.

	Key Actions/Projects	Comments
	16. Consider how best to obtain social value in all services contracts above the EU threshold.	This is considered and incorporated as appropriate. Both Councils have also included social value criteria in other below threshold contracts.
	17. Wherever possible and practical (within legal constraints), support local and third sector suppliers by encouraging them to engage in appropriate procurement exercises.	<p>A number of arrangements are in place to make the Council's procurement opportunities widely available and accessible to local suppliers, SME's and third sector providers including:</p> <ul style="list-style-type: none"> • publication of a Selling to the Council Guide, • use of the Chest e-tendering system (which is free of charge for suppliers) with information and a link to the Chest on the Council's web site. • inviting at least one local supplier (often more) wherever possible when inviting quotes. This is a requirement of both Councils Contracts Procedure Rules, <p>Additionally, during the life of this strategy the procurement team have attended and presented at a business event for local suppliers hosted by SRBC and have also provided information for a subsequent Central Lancs event.</p> <p>Examples of contracts with the VCFS sector include: SRBC : Provision of housing advice (Key), Interim, Accommodation (New Progress H.A.), A Place to Live (Methodist Action), Specialist Intensive support (Refugee Action), Sanctuary Scheme (Preston Care & Repair)</p> <p>CBC: Indoor Leisure (Active Nation), Handyperson services (Preston Care and Repair), Young person drop in service (Key), Support service for older people (Age UK), Children's & family support service (Home Start Central Lancs), Support service for vulnerable adults, women (Chorley Women's Centre)</p>
	18. Maintain an up to date Selling to the Council Guide and procurement area on the Councils' respective websites, providing simple and clear instructions on how to access procurement opportunities and signposting suppliers to the Council's e-procurement portal.	Published on both CBC and SRBC websites,
	19. Ensure that procurement mandatory Transparency requirements are adhered to including publication of a Contracts Register	Updated register published quarterly on both CBC and SRBC websites.

Procurement that works with partners and suppliers to everyone's advantage and exploits the benefits of technology

Our Priority Objectives
11.To increase efficiency and productivity and realise full benefits through the use of appropriate e-procurement solutions in procurement processes
12.To understand and take advantage of commercial opportunities and realise benefits from all funding streams including how contracts can be developed to generate income..

	Key Actions/Projects	Comments
	20. Issue all Tender and Quotations above £10,000 through the North West's regional e-procurement portal "The Chest"	Tenders and quotation above £10,000 have been published through the Chest portal in accordance with Contracts Procedure Rules. SRBC updated their CPR's with effect from 28.9.17 and at that point this threshold increased from £10,000 to £20,000 at SRBC only.
	21. Engage in the Cumbria led regional procurement to replace the current regional e-procurement portal framework	This was completed and a further 4 year contract with up to 4 x12 month extension options, was awarded for the Chest including migration to Version 3.
	22.Consider the potential for commercialisation and income generation from procurement activity where appropriate	A simple example is the charging for and generation of income from garden waste through the delivery of the main waste contracts. Also at Chorley, the procurement and expansion of Market Walk and construction of Primrose Gardens will generate income for the Council whilst providing services and benefits to the community. At SRBC the Council is working with its waste contractor to further develop the depot and servicing facilities to facilitate operation of both the CBC and SRBC contracts from there, sharing resources, reducing costs and generating additional income. The Council has also identified investment in commercial property as an opportunity to increase income, agreed an Investment Property Strategy and has procured expert external advice to identify investment opportunities. Additionally, the procurement to upgrade the civic centre to provide quality conference meeting and function space was designed to maximise income and experience from external customers in addition to facilitating internal meetings.
	23. Upgrade scanning software to introduce Automated Invoice Processing to automatically interface any e- invoices that are attached to e-mails (By 1.4.15)	The Scanning Software was upgraded in 2015, since implementation ALL electronic invoices are now processed automatically by emailing invoice attachments to Kofax the financial system interface
	24. Establish a baseline and target to increase the number of invoices received by e-mail (By 1.4.15)	This target has not been measured. The financial system does not differentiate how invoices are received (paper or electronic) and any recording therefore would need to be a manual process.

Key Actions/Projects		Comments		
	25. Achieve CBC/SRBC Combined PI Targets as per the Annual Shared Financial Services Business Improvement Plan of:	15/16	16/17	17/18
	*95% Payment by electronic means (BACS)	99.37	99.55	99.65
	*99% of suppliers invoices paid within 30 days	99.43	98.15	98.80
		16/17 & 17/18 were marginally under target due to a turn-over of staff in both the accounts payable team and key managers responsible for approving invoices. A change in personnel had an impact on those departments where there are high volumes of invoices e.g. property services. Progress to meet the targets were further hampered in 17/18 due to the Banking industries changes to account numbers and sort codes, a high volume of creditors changed their bank account details over a short period of time which led to an increase in fraudulent activity nationally, robust controls were in place to accommodate these changes		
	80% of suppliers invoices paid within 10 days	86.59	83.26	83.64
100% of remittances to suppliers by electronic means	95.32	95.96	98.25	Following a review within the creditors function it was decided that the dispatch of paper remittance advices (to creditors without e-mail addresses) strengthened system control by reducing the potential risk of using incorrect bank account details. The target was subsequently reduced to 95% to make allowances for the necessary dispatch of paper remittances as part of the accounts payable controls when dealing with a potential risk of incorrect bank details, for example creditors without an email address or a potentially incorrect email address

JOINT PROCUREMENT POLICY 2015/2018

VISION: To support the delivery of quality, cost effective services, and the Councils' corporate priorities, through a strategic approach to modern, best practice and socially responsible, compliant procurement processes.

JOINT PROCUREMENT PRIORITIES				
National Procure. Strategy Link	Procurement that is effectively managed and monitored complying with relevant rules both internal and external NPS Theme C : Leadership	Procurement that engages all buyers/commissioners, is market aware and delivers sustained competitiveness and value for money NPS Theme A: Making Savings	Procurement that is inclusive, sustainable and socially responsible NPS Theme B: Supporting Local Economies	Procurement that works with partners and suppliers to everyone's advantage and exploits the benefits of technology NPS Theme D: Modernising Procurement
Strategy Objectives	<ol style="list-style-type: none"> 1. To ensure that governance arrangements set for the procurement partnership are effectively met and the commitments set out in the SLA are delivered. 2. To ensure that all procurement is in accordance with EU rules, the Council's Contract Procedure Rules and best practice procurement. 3. The councils are effectively engaged with Procurement networks and PBO's and are aware of policy developments and procurement best practice 4. Recognition of the strategic importance of procurement and a commitment from the top 	<ol style="list-style-type: none"> 5. To contribute to the achievement of the Councils' Targets for efficiencies 6. To deliver an efficient and effective joint procurement service which maximises efficiency for joint procurement, using a category management approach and taking advantage of collaborative working with partner organisations where appropriate. 	<ol style="list-style-type: none"> 7. To encourage a wide range of suppliers by removing barriers and improving access to our procurement opportunities. 8. To ensure that small firms are not unfairly excluded from bidding for council business. 9. To reduce the negative effect on the environment of the products and services we buy. 10. To gain maximum value from procurement through consideration and inclusion of economic, environmental and social value criteria in contracts 	<ol style="list-style-type: none"> 11. To increase efficiency and productivity and realise full benefits through the use of appropriate e-procurement solutions in procurement processes 12. To understand and take advantage of commercial opportunities and realise benefits from all funding streams including how contracts can be developed to generate income.
Key Actions / Projects	<ol style="list-style-type: none"> 1. Provide professional procurement guidance and support on major procurements and other procurement projects. 2. Keep updated, develop and review the range of procurement guidance information available and accessible to officers on SRBC Connect and CBC The Loop 3. Maintain up to date, template standard procurement documentation and Conditions of Contract to simplify the procurement process. 4. Maintain /Achieve 50% professionally qualified procurement employees (FTE's) as a % of total procurement employees. 5. Attend and contribute to regional events and other procurement networks to ensure visibility, input and awareness into developing policy and best practice 6. Procurement officers to attend and take advantage of free face to face and e-learning on the new EU Procurement Directives 7. Regular reporting to the Shared Services Joint Committee 8. Adopt a strategic commissioning approach where appropriate, to appraise new service delivery models and procurement and commissioning staff work together to ensure best outcomes for service users 	<ol style="list-style-type: none"> 9. Maintain a clear picture through procurement planning and spend analysis of the procurement landscape at both authorities to identify key action areas and collaborative opportunities. 10. Adopt a category management approach to make savings by maximising value from areas of spend. 11. Review and maximise the use of framework agreements and collaboration arrangements with other partners and PBO's where they are competitive, to deliver efficiencies and reduce duplication. 12. Work towards the achievement of a Procurement savings target of £100,000 cumulative savings per authority over the 3 year strategy life. 13. Ensure effective contract management of key contracts measuring contract outputs and key performance indicators to ensure competitiveness over the life of the contract 14. Carry out an annual User Survey across both Councils to monitor satisfaction with the procurement service. Target 90% Satisfaction 	<ol style="list-style-type: none"> 15. Balance local needs, environmental and social value factors with delivering value for money and ensure relevant procurement exercises incorporate sustainability as appropriate within the specification and evaluation criteria. 16. Consider how best to obtain social value in all services contracts above the EU threshold. 17. Wherever possible and practical (within legal constraints), support local and third sector suppliers by encouraging them to engage in appropriate procurement exercises. 18. Maintain an up to date Selling to the Council Guide and procurement area on the Councils' respective websites, providing simple and clear instructions on how to access procurement opportunities and signposting suppliers to the Council's e-procurement portal. 19. Ensure that procurement mandatory Transparency requirements are adhered to including publication of a Contracts Register 	<ol style="list-style-type: none"> 20. Issue all Tender and Quotations above £10,000 through the North West's regional e-procurement portal "The Chest" 21. Engage in the Cumbria led regional procurement to replace the current regional e-procurement portal framework 22. Consider the potential for commercialisation and income generation from procurement activity where appropriate 23. Upgrade scanning software to introduce Automated Invoice Processing to automatically interface any e- invoices that are attached to e-mails (By 1.4.15) 24. Establish a baseline and target to increase the number of invoices received by e-mail (By 1.4.15) 25. Achieve CBC/SRBC Combined PI Targets as per the Annual Shared Financial Services Business Improvement Plan of: *95% Payment by electronic means (BACS) *99% of suppliers invoices paid within 30 days *80% of suppliers invoices paid within 10 days *100% of remittances to suppliers by electronic means
<p><u>Lead Officer</u> Target 7: Head of Shared Financial Services, Targets 23, 24 and 25 Principal Systems & Financial Accountant All other targets: Principal Procurement Officer / Procuring Department(s)</p>				

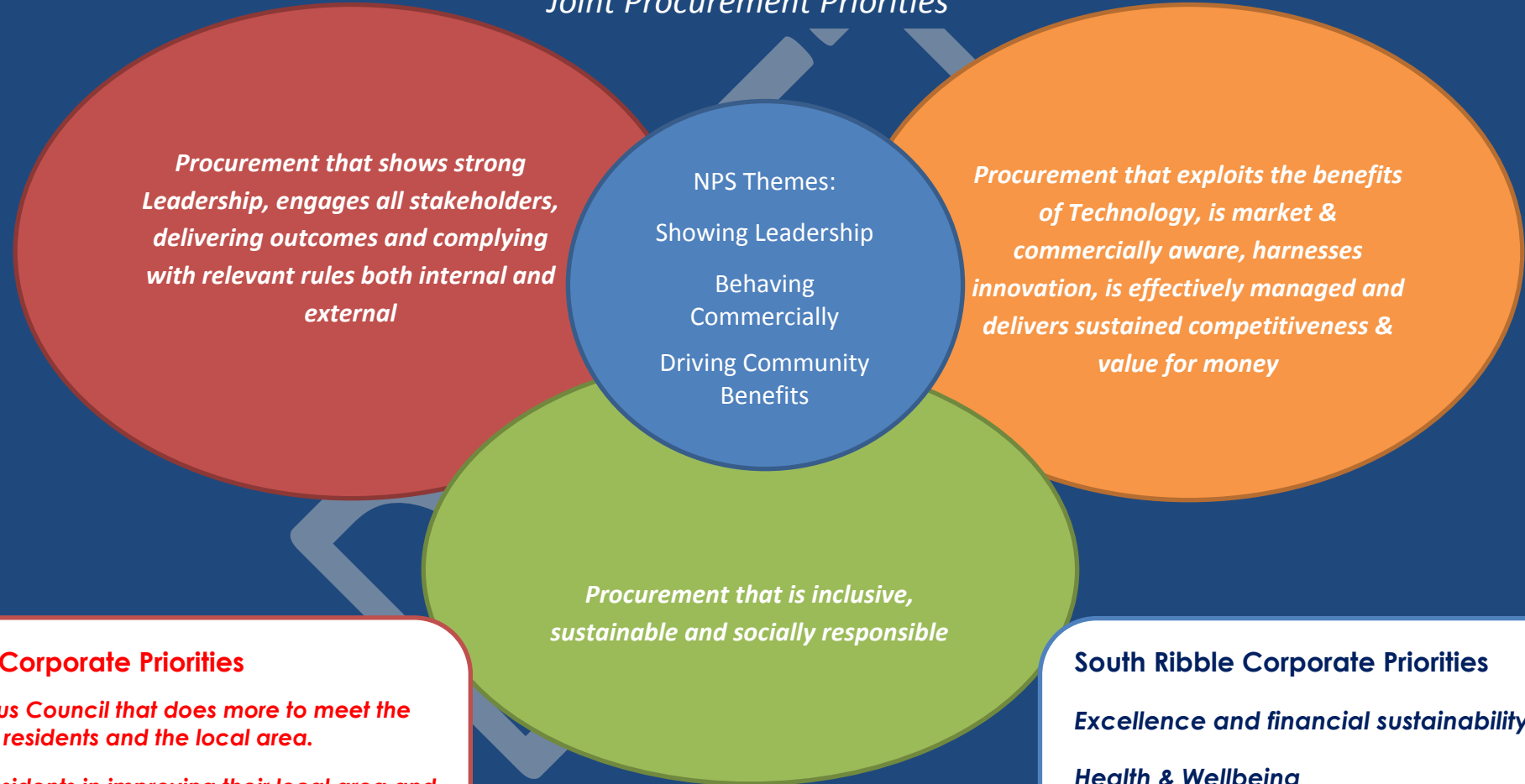
* targets at 2014/15

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Joint Procurement Policy 1.4.19 – 31.3.22

VISION: *Supporting the delivery of quality, cost effective services, and the Councils' corporate priorities, through strong leadership, innovation, and a strategic, commercially aware approach to modern, best practice and socially responsible, compliant procurement processes.*

Joint Procurement Priorities



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Chorley Corporate Priorities

An Ambitious Council that does more to meet the needs of its residents and the local area.

Involving residents in improving their local area and equality of access for all

A strong local economy

Clean, safe and healthy homes and communities

South Ribble Corporate Priorities

Excellence and financial sustainability

Health & Wellbeing

Place

How will we achieve the Joint Procurement Priorities?

Procurement that shows strong Leadership, engages all stakeholders, delivering outcomes and complying with relevant rules both internal and external

Procurement that exploits the benefits of Technology, is market & commercially aware, harnesses innovation, is effectively managed and delivers sustained competitiveness & value for money

Procurement that is inclusive, sustainable and socially responsible

We will:

Recognise the strategic importance of procurement, with councillors & senior managers effectively engaged with commercial and procurement issues.

Work as a single team across the Councils and with external partners, designing and implementing solutions on high value/high risk projects.

Deliver an efficient and effective joint procurement service which maximises efficiency for collaborative, compliant and best practice procurement

Work collaboratively internally and externally, taking advantage of framework agreements and collaborative opportunities where they offer best value, delivering efficiencies, timely solutions and reducing duplication.

Effectively engage with procurement networks, keeping abreast of policy development, procurement best practice, frameworks, collaborative and any other procurement opportunities available.

Maintain and publish procurement guidance documents.

Develop a procurement training programme on the Councils' e-learning platform (by December 2019)

Maintain 100% professionally qualified procurement employees as a total percentage of procurement employees.

We will:

Use appropriate e-procurement solutions in our procurement processes.

Contribute to the regional review / procurement of the e-procurement portal.

Develop, implement and maintain a simple contract management system / contracts register providing a central repository for all contracts with email reminders at key review stages (SRBC by June 2019, CBC by April 2020)

Develop a robust management environment to ensure effective contracts and relationship management, minimising risk, managing delivery of outcomes and performance and ensuring competitiveness and effective control of cost over the life of the contract.

Engage with strategic suppliers to improve performance, reduce cost, mitigate risk and harness innovation

Consider revenue generation opportunities with high value/ high profile acquisitions / services examined for creating commercial opportunities.

Effectively manage strategic risk.

Contribute to the achievement of the Councils' targets for efficiencies contributing to financial sustainability.

We will:

Remove barriers and improve access to our procurement opportunities for SME and VCFS suppliers

Minimise any environmental impact of the products and services we buy where possible through innovative value for money solutions.

Gain maximum value from procurement through consideration and inclusion of economic, environmental and social value criteria in contracts where appropriate, balancing local needs, environmental and social value factors with delivering value for money.

Continue to deliver PI targets for payments

Comply with the Social Value Act

Develop and Implement a Social Value Policy by April 2020

Develop a reporting mechanism for local and/or regional spend by April 2019, and April 2020 for key contracts sub contracted spend

Record and measure, the number of procurement opportunities published through the Chest and seek to increase the number of bid(s) from local supplier(s).

Adopt and comply with the Tyred Campaign, ensuring tyres on our public vehicles are not older than 10 yrs.

REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
Quarter 3 Section 151 Financial Monitoring Report	Finance	Deputy Chief Executive – Resources and Transformation – S151 Officer

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 The purpose of this report is to advise members of the revenue and capital financial position of the council for the third quarter period ending 31st December 2018 as required under its statutory duty.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 Cabinet notes the projected Revenue financial monitoring position for 2018/19 as at 31st December 2018 including the management actions taken to deliver the savings and achieve the projected surplus.
- 2.2 Cabinet note the proposed drawdown of reserves of £170,000 to cover associated expenditure for which the reserves were created.
- 2.3 Cabinet note the projected Capital financial monitoring position for 2018/19 as at 31 December 2018 including the revised spend outturn, revised funding mechanisms and carry over into 2019/20.
- 2.4 Cabinet approve up to £100,000 of the surplus to be used to carry out additional environmental works across the borough to enhance existing green links programmes.

3. REASONS FOR THE DECISION

- 3.1 Council to note the projected financial position of the council reported by the Deputy Chief Executive (Finance and Transformation) Section 151 Officer. It also notes the actions taken to ensure that the overall targets set in the prior year's budget decisions have been implemented to the full.

4. EXECUTIVE SUMMARY

- 4.1 The Council are currently projecting a small surplus of £219,000 on the revenue accounts which amounts to 1.6% of the Gross budget
- 4.2 The officers have undertaken management actions to deliver the significant transformation savings set in the prior year budgets.
- 4.3 Council note the variations to the budget forecasts and explanations of the key issues. These variations being considered as part of the 2019/20 budget setting process.
- 4.4 Council note the forecast expenditure on the Capital Programme and the changes to the forecasts and revisions to carry forward schemes into 2019/20

5. CORPORATE PRIORITIES

- 5.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	X
Health and Wellbeing	X
Place	X

Projects relating to People in the Corporate Plan:

People	
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6. BACKGROUND TO THE REPORT

- 6.1 Council approved the 2018/19 Budget and Capital Programme on the 28th February 2018. The budget included significant transformational changes and associated savings targets.
- 6.2 This report follows the quarter 2 position that was reported to Scrutiny Committee and Cabinet on the 8th and 21st November respectively

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

Revenue Forecast

Table 1 below highlights the current revenue budget forecast to the approved budget before and after reserve drawdown. Reserves have been drawn down for specific approved initiatives. Net overall directorate overspending after reserve drawdown is £52,000 which is £0.4% above base budget.

Revised Budget 2018/19					
	ORIGINAL	REVISED	Variance	Reserve	Net Variance
	2018-19	2018-19		Drawdown	After Reserves
	£000's	£000's	£000's		
Chief Executive	789	879	90	22	68
Neighbourhoods & Development	5,539	5,323	(216)	115	(331)
Planning & Property	1,529	1,246	(283)	(17)	(266)
Finance & Assurance	1,389	1,693	304	7	297
Legal, HR & Democratic Services	1,338	1,351	13	15	(2)
Customer Experience and Operations	1,914	1,884	(30)	28	(58)
	12,498	12,376	(122)	170	(292)
Previous Senior leadership budget saved through efficiency below Efficiency Targets	284		(284)		(284)
	(628)		628		628
	12,154	12,376	222	170	52
Budgets Not In Directorates:					
Debt Repayment	969	886	(83)		(83)
Interest	60	(100)	(160)		(160)
Parish Precepts	365	365	0		0
Pensions Costs	580	563	(17)		(17)
Net Cost of Services	14,128	14,090	(38)	170	(208)
Retained Business Rates	(4,597)	(4,607)	(10)		(10)
Council Tax	(8,053)	(8,054)	(1)		(1)
New Homes Bonus (incl City Deal)	(1,391)	(1,391)	(0)		(0)
Reserves transfers - Earmarked	(87)	(257)	(170)	(170)	0
Total Funding	(14,128)	(14,309)	(181)	(170)	(11)
Net (Surplus) / Deficit	0	(219)	(219)	0	(219)
Transfer to Capital reserve	0	219	219		219
	0	0	0	0	0

The major variances are identified as below, other variances are a cumulative impact of smaller amounts

Neighbourhoods & Development

Over achievement of Green Waste Income which is modelled into the base forecasts for 2019/20. The original budget was based on 15,000 properties taking up the scheme. For 2018/19 over 26,000 properties are signed up for Green Waste collection amounting to 49% of the Borough. Year on year comparison of tonnages are difficult to reflect trends and the long dry summer of 2018.

Planning & Property

Non delivery of the property investment income target which has been offset with salary savings and a £60,000 contribution to Transformation through Fees and Charges.

Finance and Assurance

Technical adjustment to reflect increase in Bad Debt Provision for preceptors £207,000

Increase in temporary staffing to cover vacancies £51,000
Shared Services increase in cost of £16,000

Customer Experience and operations

Savings achieved through staff savings of £74,000
Savings on benefits administration offsetting other cost pressures.

Previous Senior Leadership

This lines included in the base 2018/19 budget related to the costs associated with the previous senior management structure. This amount has been saved through transformation of the senior leadership structures.

Delivering the 2018/19 Budget

Achieved through robust management action to allocate targets to directorates to deliver the savings required to ensure the planned budget efficiencies set out in the 2018/19 budget are delivered.

Additional income from green waste £270,000
Senior Leadership savings £198,000
Staff turnover savings £100,000
Fees and Charges £60,000

Overall net revenue and funding position

This net £52,000 variance in operating expenditure is offset through reduced corporate debt and interest costs. The interest was planned as a net cost to the council but with marginally increased interest rates and no spend on the corporate property investment fund the net position has improved by £160,000

Overall the Council financial position is showing a surplus of £208,000 before Business Rate, Council Tax adjustments. These take the total net underspend to £219,000 underspent for the financial year as at the 31st December 2018

Of this surplus which is considered as a one off amount the Council are taking the opportunity to undertake additional maintenance works across the borough in the current financial year and works to enhance the existing Green Links Projects. For example:-

- Repair and replacement of bus shelters
- Street sign replacements
- Replacement of playground equipment due to be renewed

Capital Forecast

The table below identifies the summary position of the 2018/19 capital programme.

Forecast Capital Programme 2018/19 £,000's	Original Budget & Slippage	Allocations & additional approvals	Current Budget	Forecast Outturn	Forecast Over / (Under) spend	Re-phasing (to) / from 2019-20	Over / (Under) - spend
Health, Leisure and Wellbeing	2,576	(30)	2,546	919	(1,627)	(1,599)	(28)
Place	1,784	274	2,058	920	(1,138)	(890)	(248)
Excellence and Financial Stability	4,142	1,086	5,228	1,059	(4,169)	(4,165)	(4)
Expenditure Total	8,502	1,330	9,832	2,898	(6,934)	(6,654)	(280)
Capital Financing							
Grants	810	66	876	757	(119)		
City Deal	141	100	241	49	(192)		
External Contributions	21		21	4	(17)		
Section 106	684	108	792	40	(752)		
Revenue Budgets	11		11		(11)		
Capital Receipts	450		450	1,152	702		
Borough Investment Reserve	2,500	1,048	3,548		(3,548)		
Capital Reserve	1,417	8	1,425	896	(529)		
Borrowing	2,468		2,468		(2,468)		
Financing Total	8,502	1,330	9,832	2,898	(6,934)		

Appendix 1 to this report highlights variances to individual schemes values. The appendix also highlights the changes to the 2018/19 funding package. In particular to note is that no borrowing has been utilised which improves the long term interest calculations noted above in the revenue accounts.

For the new financial year a new detailed programme is being developed that will be subject to cabinet approval following the approval of the 2019/20 budget and Medium Term Financial Strategy. Resources are included in the 2019/20 revenue budget to ensure the revised programme is fully resourced to design and deliver the projects to be finalise. The new programme will maximise the opportunity to deliver transformation to services whilst at the same time deliver spend to save or spend to earn opportunities.

This programme will seek to maximise the use of resources received in the form of grant and Section 106 in the first instance. Then utilise reserves that have been made for capital expenditure. Capital receipts will be focused on key priorities that do not deliver sufficient return to cover any debt costs.

As per the Capital and Investment Strategy borrowing will be used as a last resort and only on schemes where a robust financial return can be identified that exceeds the associated borrowing costs through new income or costs efficiencies.

8 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

8.1 None

9 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9.1 Not to take appropriate management action to ensure the budget remains within forecasts resulting in over spends which is contrary to our statutory duty.

10 FINANCIAL IMPLICATIONS

10.1 The financial implications are embedded in the content of the report

11 LEGAL IMPLICATIONS

11.1 The Statutory Section 151 Officer has a duty to inform and advise the Council on its financial position.

12 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

12.1 None.

13 ICT/TECHNOLOGY IMPLICATIONS

13.1 None.

14 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

14.1 Capital expenditure is reflected in the accounting statements and valuations updated accordingly.

15 RISK MANAGEMENT

15.1 The Council continue to monitor its risks and any associated financial implications arising from them.

16 EQUALITY AND DIVERSITY IMPACT

16.1 None.

17 RELEVANT DIRECTORS RECOMMENDATIONS

17.1 Directors are advised of their appropriate financial positions and take due regard to any actions to protect the financial position of the authority.

18 COMMENTS OF THE STATUTORY FINANCE OFFICER

18.1 The financial position of the Council is being maintained within the overall budget approval. The Council continue to seek ongoing transformation savings and reduce the ongoing financial implications of the Capital Programme.

19 COMMENTS OF THE MONITORING OFFICER

19.1 The Council are required to report on its overall financial position in year

20 BACKGROUND DOCUMENTS

20.1 Budget and Medium Term Financial Strategy documents 28th February 2018.

21. APPENDICES

21.1 Appendix A Capital Monitoring 2018/19 Quarter 3.

Report Author:	Telephone:	Date:
Tim Povall – Deputy Chief Executive (Resources and Transformation) S151 Officer	01772 625259	14 th February 2019

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Capital Monitoring 2018/19 Quarter 3 as at 31st December 2018									
Scheme Name	Original Budget + Slippage	Allocations	Additional Approvals	Current Budget	Forecast Outturn	Forecast Over / (Under) Spend	Re-phasing (to) / from 2019-20	Over / (Under)-spend	Comments
<u>HEALTH, LEISURE & WELLBEING</u>									
<u>Green Links</u>									
Green Links	400,000	-	-	400,000	255,000	(145,000)	(145,000)	-	Works on Site. Remaining works to be re-profiled into new detailed programme for 2019/20 onwards subject to future cabinet report
<u>Exisiting Built Assets</u>									
Exisiting Built Assets Unallocated	400,000	(365,133)		34,867	-	(34,867)	(34,867)	-	Project to be identified in new detailed programme for 2019/20 onwards.
Farmyard Cottages roofing and cladding	-	45,000		45,000	43,171	(1,829)		(1,829)	Work is complete, residual budget to be reallocated in new detailed programme for 2019/20
Hurst Grange Park	25,000			25,000	17,148	(7,852)	(7,852)	-	Remaining budget carried over in 2019/20. Heritage Lottery first phase approval received.
Penwortham Holme Pavillion	-	120,000		120,000	-	(120,000)	(120,000)	-	Project to be included in new detailed programme for 2019/20 onwards.
Withy Grove Park	34,773			34,773	-	(34,773)	(34,773)	-	Project to be included in new detailed programme for 2019/20 onwards.

Withy Grove Toilets	-	20,000		20,000	-	(20,000)	(20,000)	-	Project to be included in new detailed programme for 2019/20 onwards.
Worden Craft Units - Infrastructure upgrade	25,000			25,000	14,157	(10,843)	(10,843)	-	Remaining spend postponed based on Worden Hall consultancy study. Detailed report to follow
Worden Hall - repairs and making good	-	50,000		50,000	-	(50,000)	(50,000)	-	
Worden Hall - works to enable increased activity	-	100,000		100,000	-	(100,000)	(100,000)	-	
Worden Park - Replacement conservatory / greenhouse	142,505			142,505	142,505	-		-	Conservatory built off site anticipated completion by March 2019
Worden Park - Toilet facilities improvements	200,000			200,000	175,000	(25,000)	(10,000)	(15,000)	£10,000 carried over into 2019/20 to complete works, Remaining budget to be prioritised in new detailed programme.
<u>Sport and Leisure</u>									
Gregson Green - Drainage Scheme	18,747			18,747	9,587	(9,160)		(9,160)	Works completed. Remaining budget to be re-profiled into 2019/20
Leisure Facility	100,000			100,000	180,000	80,000	80,000	-	Spend to date on initial base design and commencement of detailed business case out to consultation through Green Links. Monies brought forward from 2019/20 allocations to cover anticipated spend
Lostock Hall Football Facility	150,000			150,000	2,500	(147,500)	(147,500)	-	Works funded by agreed S106 carried over into 2019/20. Options to be contained within the overall budget allocation.

Open Spaces 2016/17 to 2019/20	67,504			67,504	76,991	9,487		9,487	£6,000 contribution from the Parish Council to cover majority of overspend. Works included footpaths at King George V, Queensway and extension to the ball Court at Dob Lane Playing Field.
Priory Park	12,000			12,000	-	(12,000)		(12,000)	Project to be included in new detailed programme for 2019/20 onwards.
Sport Pitch Hub	1,000,000			1,000,000	3,398	(996,602)	(996,602)	-	Project re-profiled to reflect actual spend. Detailed report on wider project to be brought forward in 2019/20
<u>PLACE</u>									
Bamber Bridge - Regeneration	40,574			40,574	3,500	(37,074)		(37,074)	City Deal funded project. Project review in line with City Deal proposals
Bamber Bridge railway station	5,000			5,000	-	(5,000)		(5,000)	Project to be identified in new detailed programme for 2019/20 onwards.
City Deal - St Catherine's Park and Central Park	-		99,716	99,716	45,607	(54,109)		(54,109)	City Deal funded project. Natural play area project re-profiled over current and new financial year.
Disabled Facilities Grants	782,104		66,079	848,183	757,000	(91,183)		(91,183)	Additional allocation of funds awarded of £66,079 to be spent in financial year. Projects are over programmed to allow for cancellations or delays in delivery. Projected underspend and matching grant will be used in 2019/20 year.
Lighting for gateway features	-		25,000	25,000	10,000	(15,000)		(15,000)	Anticipated spend, works re-profiled over current and new financial year

Lostock Hall arts academy trail	7,000			7,000	-	(7,000)		(7,000)	Project to be identified in new detailed programme for 2019/20 onwards.
Masterplanning & Regen of key areas	100,000			100,000	25,000	(75,000)	(75,000)	-	Re-profiled to reflect master planning preparation costs to date. Bulk of monies to deliver works towards the plan.
McNamara Memorial	7,500			7,500	5,000	(2,500)		(2,500)	Anticipated spend, works re-profiled over current and new financial year
Private Sector home improvement grants	200,000			200,000	63,324	(136,676)	(136,676)	-	Project to be identified in new detailed programme for 2019/20 onwards.
Site Conversion at Station Road, Bamber Bridge	500,000		82,965	582,965	10,000	(572,965)	(572,965)	-	Cabinet Approval October 2018. Detailed cost profile to be prepared following procurement process.
South Ribble Partnership	27,914			27,914	-	(27,914)		(27,914)	Funding transferred to revenue to continue the Community Strategy review and development.
St Mary's, Penwortham - Churchyard wall repairs	105,000			105,000	-	(105,000)	(105,000)	-	Delays in programme due to accessing burial records. Project carried over into 2019/20 when detailed plans to be prepared.
Walton-le-dale Community Centre car park refurbishment	8,980			8,980	-	(8,980)		(8,980)	Resources carried over into 2019/20. Additional drainage works to be considered if required in the detailed programme going forward
<u>EXCELLENCE & FINANCIAL STABILITY</u>									
Information Technology Programme	224,244		8,258	232,502	227,012	(5,490)		(5,490)	IT programme majority complete. Residual resources to be allocated to Civic Centre Sound system, further details to follow

Investment Property	2,500,000		1,048,000	3,548,000	-	(3,548,000)	(3,548,000)	-	Funds not utilised in 2019/20. Council continue to seek appropriate schemes. Capital and Investment strategy realigning priorities.
Vehicles and Plant replacement programme	1,018,444			1,018,444	655,888	(362,556)	(362,556)	-	Vehicles acquired under budget. Provision made for additional costs of Midi Sweeper as per cabinet report. Funds carried over into 2019/20 programme which is being reviewed, Cabinet report to follow.
<u>Corporate Buildings / Asset Management Planning</u>									
Corporate Buildings - Banqueting Suite	80,000			80,000	80,000	-		-	Existing project complete. Additional funds to be allocated to sound and voting system. This system will enhance letting of Civic Centre to groups that wish to utilise the systems for other committees.
Corporate Buildings - Civic Centre	200,000			200,000	-	(200,000)	(200,000)	-	Project to be identified in new detailed programme for 2019/20 onwards against new tenant proposals
Corporate Buildings - Depot	70,000			70,000	50,000	(20,000)	(20,000)	-	Works programme re-profiled between current and new financial year. Provision made for parking for Chorley refuse vehicles, new service ramps to be installed for MOT bays and additional servicing. Energy efficient lighting commissioned on spend to save principles.
Moss Side Depot server room works	-	30,133		30,133	30,133	-		-	Works complete to assist with business continuity and data recovery policies.

Corporate Buildings - Other	50,000			50,000	15,600	(34,400)	(34,400)	-	Projects to be identified in new detailed programme for 2019/20 onwards proposals to be considered on Transformation, Spend to Save / Earn principles.
Expenditure Total	8,502,289	-	1,330,018	9,832,307	2,897,521	(6,934,786)	(6,652,034)	(282,752)	
Capital Financing									
Grants	810,018		66,079	876,097	757,000	(119,097)			Grant allocations carried forward into new year
City Deal	140,574		99,716	240,290	49,107	(191,183)			Funding carried forward into new year
External Contributions	21,295			21,295	3,714	(17,581)			Funding carried forward into new year
Section 106	683,980		107,965	791,945	39,648	(752,297)			Funding to be utilised in new detailed programme for 2019/20 onwards.
Revenue Budgets	11,000			11,000	-	(11,000)			Funding not required in current year. New programme to review long term funding requirements
Capital Receipts	450,000			450,000	1,151,597	701,597			Increased funding utilised.
Borough Investment Reserve	2,500,000		1,048,000	3,548,000		(3,548,000)			Funding to be utilised on wider priorities in the new financial year to create financial and economic returns to the Council
Capital Reserve	1,416,978		8,258	1,425,236	896,455	(528,781)			Funding carried forward into new year
Borrowing	2,468,444			2,468,444		(2,468,444)			No borrowing utilised in the 2018/19 programme. Revenue account benefits in reduced interest payments. Future borrowing to be allocated to genuine spend to save / earn projects that deliver long term transformation.

Financing Total	8,502,289	-	1,330,018	9,832,307	2,897,521	(6,934,786)			
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REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
My Neighbourhood Approach 2019/20	Regeneration and Leisure	Director of Neighbourhoods & Development

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

1. PURPOSE OF THE REPORT

- 1.1 To seek Cabinet approval of 2019/20 Neighbourhood Plans.

2. PORTFOLIO RECOMMENDATIONS

- 2.1 That Cabinet approves 2019/20 My Neighbourhood Plans.

3. REASONS FOR THE DECISION

- 3.1 This report is the annual presentation of My Neighbourhood Plans for Cabinet approval for 2019/20.

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	√
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5. BACKGROUND TO THE REPORT

- 5.1 The Council has five Neighbourhood Forums across the Borough, each with its own My Neighbourhood Plan, containing project to deliver local priorities. Plans contain a mixture of projects - high and low cost, long and short term delivery, and a mix of capital works and community based schemes.
- 5.2 A range of projects have been delivered in all of the My Neighbourhood areas. The plans remain 'live' and are updated as projects are completed. Reserve projects, i.e. ideas for inclusion on My Neighbourhood Plans are continually sought via members and residents.

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

- 6.1 My Neighbourhood Plans have been revisited and worked through. It remains important that each plan carries a balance of projects, in order to manage the capacity of relevant services. This usually includes one or more large scale / long term scheme, complemented by a measured number of operational initiatives which can progress concurrently.
- 6.2 Proposed Neighbourhood Plans are attached to this report.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 7.1 Consultation in relation to the My Neighbourhood approach is ongoing, with feedback sought continually via forums, social media and events. Strong working relationships with many community groups, including schools, churches, businesses, county and parish councils also provide effective channels of consultation around local business needs and potential improvement projects.

8. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8.1 Each project contained in the My Neighbourhood Plans is subject to an options appraisal assessing value for money, engagement in delivery and fit with the Corporate Plan.

9. FINANCIAL IMPLICATIONS

- 9.1 Each My Neighbourhood Forum has an annual allocation of core revenue funds, calculated proportionately on the number of members. The collective total of £25,000 is included within the Council's overall budget.
- 9.2 2019/20 core funds for forums are:

Area	Members	Annual Budget
Central	7	£3500
Eastern	12	£6000
Leyland	14	£7000
Penwortham	10	£5000
Western Parishes	7	£3500
TOTAL	50	£25,000

10. LEGAL IMPLICATIONS

10.1 There are no legal implications arising directly from this report.

11. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

11.1 It is anticipated that plans will be delivered within existing staffing resources. Any potential changes or additional needs will be subject to further discussion and decision making.

11.2 Detailed delivery programmes will need to be drawn up to ensure in year delivery and alignment of project delivery to staffing resources.

12. ICT/TECHNOLOGY IMPLICATIONS

12.1 There are no ICT or technology implications arising directly from this report.

13. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

13.1 There are no property or asset management implications arising directly from this report.

14. RISK MANAGEMENT

14.1 Each of the projects contained in the Neighbourhood Plans has an element of risk; through the scoping process and discussions with Forums Chairs and Lead Members, an assessment is carried out as to the level of risk and potential mitigation.

14.2 A scoring matrix which each project is assessed against measures viability, value for money, impact and the degree of community involvement in delivery.

14.3 For projects with higher risk, e.g. events, a full risk assessment is carried out; where appropriate, with partners in a multi-agency approach. Borough wide, support given through Neighbourhood Forums with event management enables community groups to successfully deliver local events.

15. EQUALITY AND DIVERSITY IMPACT

15.1 Projects contained within the Neighbourhood Plans are designed to be inclusive, accessible and bring communities together.

15.2 An Equality Impact Assessment has been carried out for each of the plans; there are no potential negative impacts on any of the protected groups.

16. RELEVANT DIRECTORS RECOMMENDATIONS

16.1 That Cabinet approves 2019/20 My Neighbourhood Plans.

17. COMMENTS OF THE STATUTORY FINANCE OFFICER

17.1 Detailed delivery programmes will need to be drawn up to ensure in year delivery and alignment of project delivery to finances approved in the Corporate Plan and Medium Term Financial Strategy.

17.2 Projects will be subject to further Cabinet approval of capital and revenue if this goes outside the current neighbourhood allocations.

18. COMMENTS OF THE MONITORING OFFICER

18.1 There are no concerns from a Monitoring Officer perspective.

19. BACKGROUND DOCUMENTS

19.1 Equality Impact Assessments for 2019/20 Neighbourhood Plans

20. APPENDICES

20.1 Appendix A - My Neighbourhood Plans 2019/24

Leadership Team Member's Name: Jennifer Mullin

Job Title: Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Rebecca Heap	01772 625276	15 February 2019

Corporate Priority	Project	Forum Lead	Project Description
Health and Wellbeing	Central Parks - St Catherine's Park	Cllr Jacqui Mort	Consider feasibility of installing a cycle pump/off road track on the land adjacent to the natural play area as part of Green Links consultation.
	Improvements to Lostock St Gerard's football ground	Cllr Graham Walton	Liaising with local stakeholders, we will carry out a feasibility study to look at options to improve facilities at Lostock St Gerard's football ground. Aligned to work on Green Links consultation
	Improvements to Farington Lodges	Cllr Graham Walton	Work with partners to secure funding / carry out further improvement works to Farington fishing lodges, footpaths and disabled accessibility. Aligned to work on Green Links consultation
	Lostock Hall Academy Arts Trail	Cllr Karen Walton	Work with staff & pupils at Lostock Hall Academy to further expand the Arts Trail through St Catherine's Park in Spring 2019.
	Lostock Hall Heritage Trails and Health Walks	Cllr Jacqui Mort	Consider funding a reprint of these popular leaflets as we are running low on stocks. Look into the feasibility of developing another health walk in the Farington West area which covers areas in and around Croston Road and Farington Moss.
	Reducing Social Isolation	Cllrs J Mort & K Walton	Further explore potential options available to promote activities to tackle loneliness & support South Ribble's dementia friendly borough campaign. Continue to work with staff and volunteers from Lostock Hall Library to build on the success of the Bob-In café & involve partners to support the existing work being carried out.
	Farington St Paul's Play Area Refurbishment	Cllrs G & K Walton	Farington Parish Council have agreed a new lease for 30 years on land adjacent to St Pauls & are considering upgrading the play area on the park. The forum has agreed to support this by leading the consultation process with local residents & stakeholders. Should the outcomes of the consultation prove to be favourable the forum have been asked to help the Parish Council work up funding bid/s to help deliver the project.
Place	Farington & Lostock Hall in Bloom	Cllrs K Walton & J Mort	Community planting & gardening competition; part of the overall South Ribble in Bloom campaign.
	Bashall Grove Garden Area	Cllr Paul Wharton	Work with Farington Parish Council to refresh the green space at the entrance to Bashall Grove with an interpretation board, new benches & planters.
	Restoration of the Lostock Hall WW1 Memorial	Cllr Cliff Hughes	Restoration work to the WW1 memorial on the corner of Browndge Road & Watkin Lane in Lostock Hall. The second phase of the project will consider feasibility of having the original stone monument re-carved. We will also look to seek a solution to the issue of the untidiness of the unadopted ginnel which is adjacent to the memorial site.
	Support 'Friends of Lostock Hall Railway Station'.	Cllrs C Hughes & J Mort	Support the Friends group with work they are carrying out to keep the station tidy. Including help with funding of new signage & plants and to help with identifying local groups that can help with working parties at the station.



My Neighbourhood Plan 2019/20

Central Neighbourhood Forum

This plan has been created in consultation with residents, public services and community groups.

A big part of bringing projects together is the input and involvement of the local community. The projects contained in this plan were highlighted by people who want to make the areas in which they live better.

The council is committed to delivering this plan. The Central Neighbourhood Forum is made up of councillors who represent the area, and is led by an annually elected Chair. They are supported by your local Community Involvement Officer, who works with communities and groups in your area to make things happen.

Every My Neighbourhood forum has a 'core fund' provided by the council - each year, the Central area receives £3500 to spend on local initiatives.

For bigger projects, where there are links to Council's Corporate Plan, capital funds, such as Section 106 funding from developments may be available.

This plan is a living document which changes regularly - we are always looking for new project ideas. If you have any comments or queries, please do get in touch.

Neighbourhood Forums - public meetings to show progress on our projects - are held several times a year in community venues. Come along and meet your local councillors, and find out what's going on in your area.

More information about the forum, including when and where it meets, and its projects is available at: www.southribble.gov.uk/myneighbourhood

You can get in touch with us on 01772 625568 or at astirland@southribble.gov.uk



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Cllr Jacqui Mort
(Chair)
Tel: 01772 337255



Cllr Cliff Hughes MBE
(Vice Chair)
Tel: 01772 337289



Cllr Renee Blow
Tel: 01772 747103



Cllr Graham Walton
Tel: 01772 337955



Cllr Karen Walton
Tel: 01772 337955



Cllr Paul Wharton
Tel: 07863 648622



Cllr Jonathan Woodcock
Tel: 07742 110823



Tony Stirland (Lead Officer)
Tel: 01772 625568



Corporate Priority	Project	Forum Lead	Project description
Health and Wellbeing	Work towards Green Flag status on Withy Grove Park	TBC	New project - develop and deliver an improvement plan for Withy Grove Park in line with Green Flag award criteria.
	Support to Samlesbury Civic Society	Cllr Barrie Yates	Provision of litter pickers, hi-vis vests and safety training for Samlesbury volunteers.
	Improvement scheme for Gregson Lane sports & community facilities	Cllr J Marsh Cllr W Bennett	Regular events continue to raise the profile of the group, generate funds & encourage volunteering & community spirit. A planning application to develop land for housing on Daub Hall Lane which would provide funding to build a new community centre has been refused by planning committee.
	Friends of Bamber Bridge Railway Station	Cllr Paul Foster	Artwork by Cuerden School is now on display on the platform, alongside new ticket machines and refreshed planters. 'Welcome to Bamber Bridge' running boards are in place. The next stage will include a train inspired planter, and a feature lozenge signs on planters along the platform.
	Feasibility - Seasonal Artisan market in Withy Grove Park	TBC	New project - based on the successful Artisan Market in Worden Park, look at options for a Withy Grove seasonal market.
Place	Bamber Bridge Improvement Plan	Cllr Mike Nelson	LCC works now complete. Final SRBC aspects include siting of bins, benches and a further bus stop, as well as re-distribution of tree planters.
	Explore options for a new play area in Samlesbury	Cllr Barrie Yates	Cabinet approval granted for a long term lease of land off Nabs Head Lane to Samlesbury Parish Council, in order to provide an improved play area for children. Parish Council now considering next steps including funding, planning permission and detailed lease arrangements.
	Church Road Garden Area	Cllr B Nathan Cllr M Higgins	In response to requests from local residents, consider options to improve the green space adjacent to the Hob Inn. Initial designs being reviewed to better reflect the 75 th anniversary of the Battle of Bamber Bridge.
	Improvements to George V Recreation Ground	Cllr Barrie Yates	New project - seeking to make improvements to the appearance and access at George V fields in Higher Walton.



My Neighbourhood Plan 2019/20

Eastern Neighbourhood Forum

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A big part of bringing projects together is the input and involvement of the local community. The projects contained in this plan were highlighted by people who want to make the areas in which they live better.

The council is committed to delivering this plan. The Eastern Neighbourhood Forum is made up of councillors who represent the area, and is led by an annually elected Chair. They are supported by your local Community Involvement Officer, who works with communities and groups in your area to make things happen.

Every My Neighbourhood forum has a 'core fund' provided by the council. Each year the Eastern area receives £6000 to spend on local initiatives.

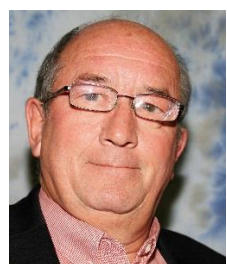
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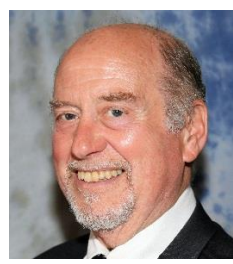
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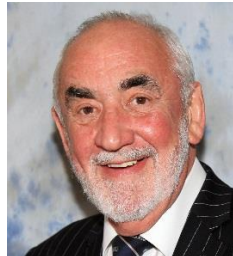
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Cllr Barrie Yates
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My Neighbourhood Plan 2019/20

Eastern Neighbourhood Forum



Corporate Priority	Project	Forum Lead	Project description
Health and Wellbeing	Giant Veggie Patch	Cllr Matthew Tomlinson	The Forum has been working with volunteers to promote the site. The site will be used by the 'they Eat Culture' project to encourage environmental activity in the Broadfield area. Beds are now being allocated to individuals to encourage volunteering.
	Reducing social isolation	Cllr Sue Jones	Supporting people living with dementia and those who care for them: <ul style="list-style-type: none"> • Monthly 'mini-hubs' at Leyland market - providing information from partner organisations - e.g. support for carers, home safety and security, social and educational activities. • South Ribble recognised as a dementia friendly community by the Alzheimer's Society. A social / networking event for older people living in Leyland being planned. Dementia Friends sessions continue to be delivered.
	Leyland in Bloom 2019	Cllr Ken Jones Cllr Susan Snape	A community gardening and planting competition to brighten up Leyland and boost civic pride. A committee of volunteers will oversee the competition, helping with promotion, encouraging entries and judging. Part of the overall South Ribble ion Bloom campaign
	Love Leyland	Cllr Mick Titherington	A civic pride campaign to 'Love Leyland' - incorporating events and campaigns to foster community spirit. Successful ongoing events include - Leyland Festival, Taste of Leyland and Leyland Christmas Festival. The Forum continues to work with 'Friends' groups and community groups to promote and support green space volunteering, health walks and community events.
	Eagle and Child Bowling Club	Cllr Matthew Tomlinson	The Forum has agreed to support the club in its efforts to improve facilities and encourage new members.
Place	Worden Park Improvements	Cllr Alan Ogilvie	Options appraisal for a new planting scheme / information board by the wicker soldier installation to commemorate WW1
	Feasibility work - Moss Side Community Centre	Cllr Mary Green	The Forum will work with the community centre management committee to explore ways to ways to combat ongoing anti-social behaviour problems at the centre.
	Gateway Features	Cllr Jane Bell	Final phase of work to Leyland's gateway features - installing uplighters to help showcase features in the evening.



My Neighbourhood Plan 2019/20

Leyland Neighbourhood Forum

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The council is committed to delivering this plan. The Leyland Neighbourhood Forum is made up of councillors who represent the area, and is led by an annually elected Chair. They are supported by your local Community Involvement Officer, who works with communities and groups in your area to make things happen.

Every My Neighbourhood forum has a 'core fund' provided by the council - each year, the Leyland area receives £7000 to spend on local initiatives.

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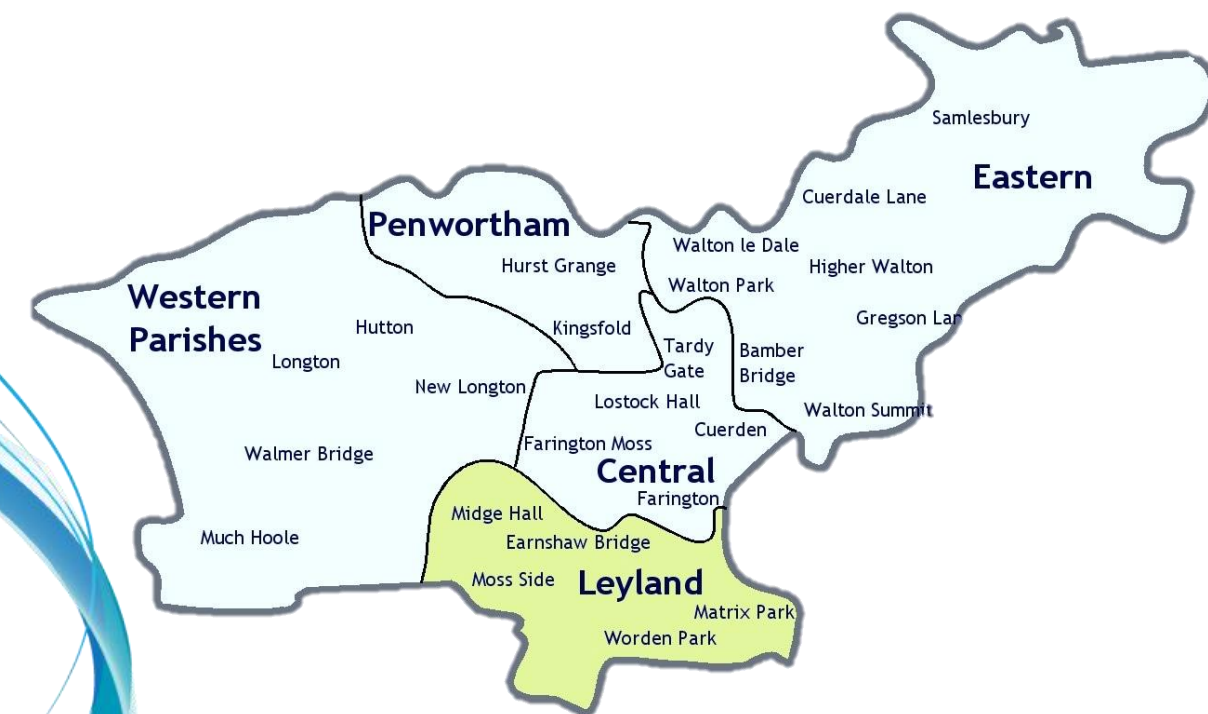
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My Neighbourhood Plan 2019/20

Leyland Neighbourhood Forum



Corporate Priority	Project	Forum Lead	Project Description
Health and Wellbeing	Feasibility of an outdoor gym on Hurst Grange Park	Cllr R Noblet Cllr I Watkinson	Working in partnership with other organisations and park stakeholders, to look at options for installing outdoor gym equipment along footpaths in Hurst Grange as the existing trim trail is coming to the end of its life.
	Penwortham in Bloom 2019	Cllr H Hancock Cllr L Woollard	Penwortham in Bloom is a campaign to brighten up Penwortham and boost civic pride. Following success in 2018, the forum continue to support the committee, develop the initiative and progress Penwortham's application for entering into Britain in Bloom North West.
	Reducing Social Isolation	TBC	Work to complement South Ribble's dementia friendly borough campaign - promoting social activities, supporting carers and helping to tackle loneliness. Dementia Friends awareness sessions to be made available for all which will be delivered by trained Dementia Champions.
	Penwortham Farmers Market	TBC	The forum to support 8 th Penwortham Scouts with their Penwortham Farmers Market and any other initiatives that would benefit the scout group and local community.
	Penwortham Heritage Trail	Cllr David Bird	Following the success of four heritage trail booklets to date, the forum is looking to produce a further two booklets in 2019.
	Vernon Carus Sports Club	TBC	Support the club with initiatives to increase participation from members and attract new community users. Offer advice and assistance in securing external funding and support to improve facilities.
	Penwortham Live 2019	Cllr Keith Martin	Dates confirmed as Friday 17 & Saturday 18 May 2019. Preparation on the annual community music & arts festival, based on the success of previous years.
Place	Feasibility of landmark / welcome features	Cllr H Hancock Cllr L Woollard	To identify sites across Penwortham where new landmarks, welcome or gateway features could be installed.
	Feasibility of a bus shelter on Cop Lane	Cllr David Howarth	To investigate the feasibility of installing a new bus shelter on Cop Lane, Penwortham. Consultation with local residents to determine demand scheduled for February / March
	Feasibility work - lighting in Hurst Grange Park	Cllr D Bird Cllr J Patten	The Council will develop a detailed plan for improvement works to Hurst Grange Park, the delivery of which is contained in the Green Flag delivery plan.



My Neighbourhood Plan 2019/20

Penwortham Neighbourhood Forum

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The council is committed to delivering this plan. The Penwortham Neighbourhood Forum is made up of councillors who represent the area, and is led by an annually elected Chair. They are supported by your local Community Involvement Officer, who works with communities and groups in your area to make things happen.

Every My Neighbourhood forum has a 'core fund' provided by the council - each year, the Penwortham area receives £5000 to spend on local initiatives.

For bigger projects, where there are links to Council's Corporate Plan, capital funds, such as Section 106 funding from developments may be available.

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You can get in touch with us on 01772 625377 or at ssimpson@southribble.gov.uk



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Cllr David Howarth
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Cllr David Bird
Tel: 01772 750866



Cllr Harry Hancock
Tel: 01772 752467



Cllr Lizzie Mawson
Tel: 07471 501916



Cllr Rebecca Noblet



Cllr Jim Patten
Tel: 01772 749083



Cllr Ian Watkinson
Tel: 07970 688290

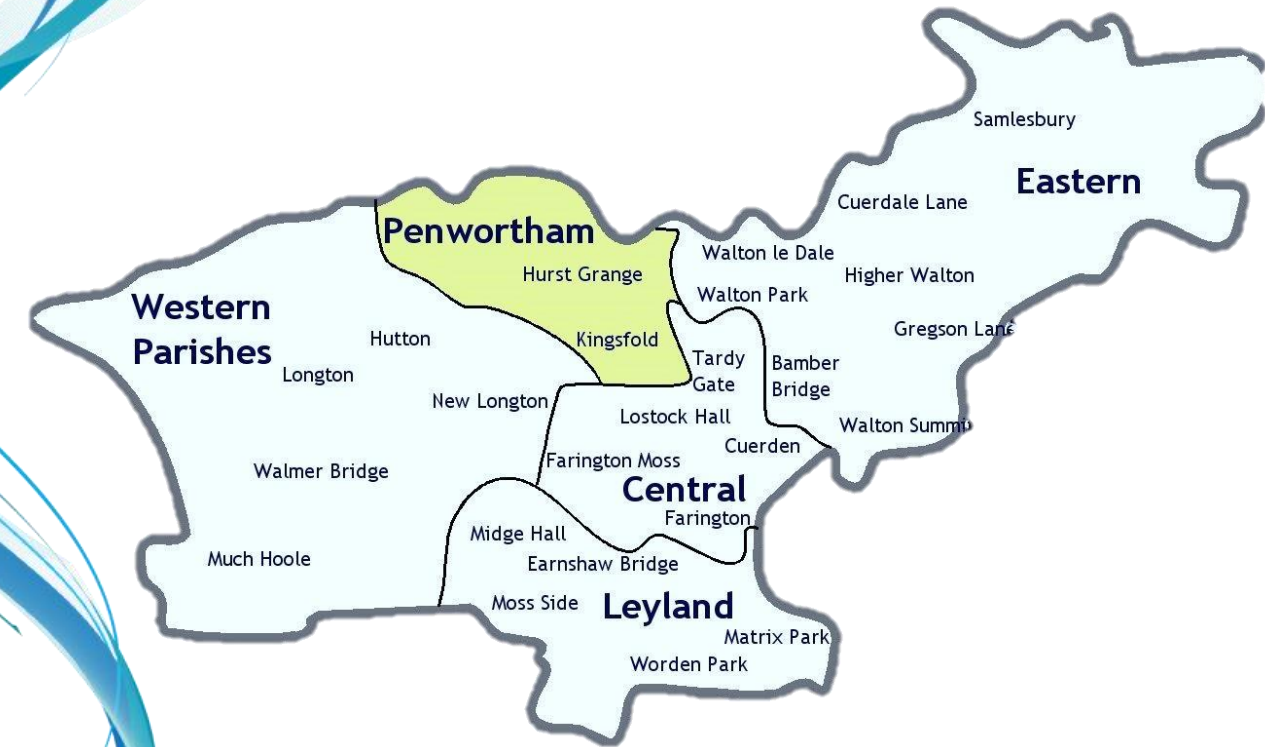


Cllr Linda Woollard
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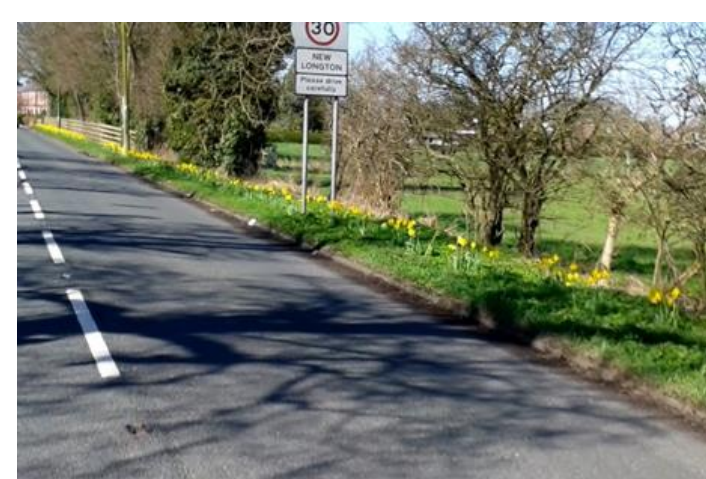
Vacant Position

My Neighbourhood Plan 2019/20

Penwortham Neighbourhood Forum



Corporate Priority	Project	Forum Lead	Project Description
Place	Western Parishes Welcome Features	Cllr Colin Coulton	Following feedback from residents, the Forum is seeking to improve the underpass linking Longton to New Longton. Feasibility work is underway with Lancashire County Council to determine permissions required for a new planting scheme and welcome signage at Chapel Park Road and Moss Lane.
	New Longton Village Improvements	Cllr Margaret Smith	A project for regeneration in New Longton around the village centre. Consultation work undertaken in November 2018 to determine resident priorities and scope for the project, follow up session being planned for March 2019
	Hutton Village Improvements	Cllr Colin Coulton	A project involving consultation with Hutton residents to carry out various activities in Hutton, including clearance and cutting down vegetation work at Hutton Pond.
Health and Wellbeing	Longton Village Market	Cllr Colin Clark	The market continues to run each month at St Andrew's Church Hall, alongside the dementia friendly Welcome Café in St Andrew's Church. Footfall remains a challenge, which in turn affects retention rates with stallholders.
	Support the Build of a New Village Hall in Much Hoole	Cllr David Suthers	Assist the Executive Committee/Much Hoole Village Hall Trustees, in obtaining all the funding required for the building and provision of a new Village Hall. To assist them with landscaping and external access improvements.
	Reduce Social Isolation and Loneliness	Cllr Colin Coulton	A joint project across forums to promote activities, tackle loneliness and support South Ribble's dementia friendly borough campaign. A Welcome Café takes place alongside Longton Market each month. Dementia Friends awareness sessions are available for all which will be delivered by trained Dementia Champions.
	Noticeboards across Western Parishes	Cllr Colin Coulton	Undertake a condition and location survey of noticeboards across Western Parishes, and to look at supplementing current noticeboards to enable more permanent advertising.
	Walmer Bridge Outdoor Gym	Cllr John Rainsbury	Support to Little Hoole Parish Council with an outdoor gym and seating area project at Walmer Bridge Recreation Ground.
	Western Parishes in Bloom 2019	Cllr Colin Coulton	A community gardening and planting competition across Western Parishes. A committee of volunteers will oversee the competition, helping with promotion, encouraging entries and judging, to brighten up the Western Parishes and boost civic pride.



My Neighbourhood Plan 2019/20

Western Parishes Neighbourhood Forum

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The council is committed to delivering this plan. The Western Parishes Neighbourhood Forum is made up of councillors who represent the area, and is led by an annually elected Chair. They are supported by your local Community Involvement Officer, who works with communities and groups in your area to make things happen.

Every My Neighbourhood forum has a 'core fund' provided by the council - each year, the Western Parishes area receives £3500 to spend on local initiatives. For bigger projects, where there are links to Council's Corporate Plan, capital funds, such as Section 106 funding from developments may be available.

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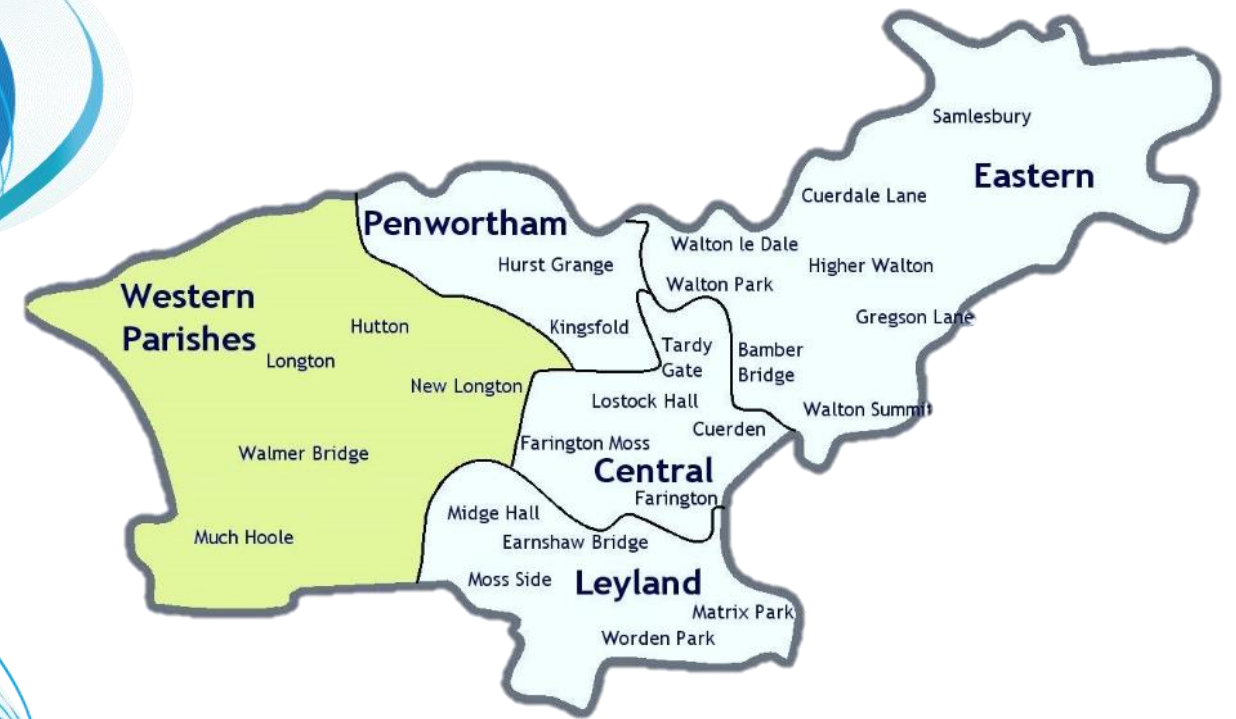
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My Neighbourhood Plan 2019/20

Western Parishes Neighbourhood Forum



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Cllr David Suthers
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Cllr Colin Clark
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Cllr Jon Hesketh
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Cllr John Rainsbury (VC)
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Cllr Margaret Smith
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Cllr Phil Smith
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REPORT TO	ON
CABINET	20 March 2019



TITLE	PORTFOLIO	REPORT OF
Air Quality in South Ribble	Public Health, Leisure and Wellbeing	Director of Neighbourhoods & 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 ?	No
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

1.1 The report informs members of the Air Quality in South Ribble and the actions that have been taken to improve the Air Quality and the further work currently being undertaken.

2. PORTFOLIO RECOMMENDATIONS

2.1 Cabinet to receive this report for information and to note the improving performance of air quality levels and the extensive air quality action plan which is in place as a programme of action moving forwards.

3. REASONS FOR THE DECISION

3.1 The reason for the report is to provide Cabinet with an update on the Air Quality monitoring undertaken in South Ribble including the actions that have been taken to improve the Air Quality and the further work currently being undertaken.

3.2 Health and Wellbeing is a major priority within the Council's Corporate Plan. We want 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.

3.3 Air Quality represents one of the largest concerns to our residents and in the most recent South Ribble Partnership Survey residents identified air quality as an area for improvement.

3.4 An extensive programme of consultation has been started with residents on our Green Links programme and planning for real events. There has been a high level of engagement and involvement from residents and the feedback received at those events show that air quality is an area that concerns residents.

4. CORPORATE PRIORITIES

4.1 The report relates to the following corporate priorities:

Excellence and Financial Sustainability	x
Health and Wellbeing	X
Place	X

Projects relating to People in the Corporate Plan:

People	x
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5. BACKGROUND TO THE REPORT

- 5.1 This report provides an overview of air quality in South Ribble from 2013 to 2017. The data for 2018 is not available at this point as analysis is ongoing with the raw data from our monitoring locations.
- 5.2 In 2005 South Ribble Borough Council declared the first four Air Quality Management Areas in the borough covering sites in Penwortham, Lostock Hall, Bamber Bridge and Walton-le-Dale, all for the likely exceedance of annual mean Nitrogen Dioxide Objective level. Following continual air quality monitoring exceedances in the annual mean Nitrogen Dioxide levels in conjunction with traffic flow data, the fifth AQMA in Leyland was declared in December 2017.
- 5.3 In November 2018 Cabinet approved the Council's Air Quality Action Plan with 58 identified actions to improve Air Quality for the residents of South Ribble. A steering group comprising of elected members, County Council Highways Officers, Public Health Lancashire, CCG, Police and South Ribble Staff were invited to attend the steering group to develop the action plan. In addition, a full public consultation was undertaken which gathered a number of responses and suggested measures to be included.
- 5.4 The Local Air Quality Management process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.
- 5.5 There are no safe levels of air pollutants and the World Health Organisation has identified the following guideline levels:
- | | |
|-----------------|----------------------------------|
| PPM 2.5 | 10 µg/m ³ annual mean |
| PM 10 | 20 µg/m ³ annual mean |
| NO ₂ | 40 µg/m ³ annual mean |

6. DETAILED CONSIDERATION

- 6.1 The air quality monitoring results presented in Appendix A and Figure A are, independently tested results which have been verified by the Department for Food and Rural Affairs (DEFRA). The results of the air NO₂ Proficiency Testing Scheme and a field comparison exercise precision survey indicated a good overall level of precision with collocated studies for the diffusion tubes.

- 6.2 Table A and Figure A in the appendices compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40µg/m³.
- 6.3 The results obtained from the monitoring undertaken by South Ribble show a general, reduction in NO₂ levels on the 2013 data with the exception of Lostock Hall, AQMA 3, which has identified an exceedance of the objective value over the year 2017. Leyland AQMA 5 for the year 2017 show no exceedances of the air quality objective, but further monitoring is being undertaken to understand the trends.
- 6.4 The monitoring data shows Penwortham AQMA 1, Walton-Le-Dale AQMA 2 and Bamber Bridge AQMA 3 that in the last five years the air quality objective of 40µg/m³ has not been exceeded. Work is ongoing to carefully consider the designation of these areas to ensure that the Health and Wellbeing of our residents are protected. The positive and proactive actions the Council has undertaken includes producing guidance for developers on air quality, ensuring electrical hook ups are located on new development sites and various schemes to encourage the use of bikes.
- 6.5 Members are asked to note the improving air quality levels in South Ribble. Only one monitoring location in 2017 marginally exceeded the 40µg/m³ limits. We will continue to monitor these air quality management areas as the Council is committed to the Health and Wellbeing of its residents. The Council has an ambitious Corporate Plan 2019/20 with the Green Links programme and the infrastructure works in the City Deal contributing to further improving the air quality of the borough.
- 6.6 A review of the South Ribble area has been undertaken to assess any changes that have occurred over the last 12 months and the potential for these to impact either negatively or positively on air quality.
- 6.7 As part of the Preston, South Ribble and Lancashire City Deal, significant residential development has been granted planning permission, particularly in the Leyland area, Bamber Bridge, adjacent to the declared AQMA's and Lostock Hall with construction already commenced, and some plots already occupied.
- 6.8 Air quality has been considered for most of the above developments, with those using nationally recognised assessment methodology concluding a negligible impact. In line with the proposed Lancashire wide guidance document mitigation measures have been requested on all of these sites. Monitoring of the area using diffusion tubes is currently being undertaken by the Council and the results are detailed below.
- 6.9 Progress is continuing on the major road infrastructure improvements identified in the 'South Ribble Borough Council Air Quality Action Plan' and 'Central Lancashire Highways and transport Masterplan'. These road improvements once completed should help to reduce congestion and improve air quality within the towns of South Ribble. South Ribble's position, as part of the City Deal Programme, is that infrastructure should come first.
- 6.10 Defra's appraisal of last year's Air Quality report concluded;
- There is an expectation that pollution concentrations will be expected to fall below the objective levels unless there are roads with additional congested traffic.
 - The Council need to carefully consider the future monitoring programme, to ensure changes in AQMA designations can be made on the basis of local monitoring evidence.
 - A steering group is required to co-ordinate the measures identified in the action plan.
 - It is clear that close engagement with Lancashire County Council is required, particularly in the development of the next Local Transport Plan.
 - The impacts of the planning residential developments in South Ribble need to be considered.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

7.1 On the 21st June 2018, National Clean Air Day, a full consultation was launched as part of a Clean Air Day event for members and staff at the civic centre. The aim of the day was to launch the consultation on the revised action plan, source potential measures to be incorporated and improve the understanding around air quality.

7.2 An air quality Steering group was established involving staff and members from South Ribble Borough Council, County Council Highways and Public Health and CCG.

7.3 A press release was released and articles placed on the council's website, social media and internal intranet (Connect).

7.4 A large number of suggested measures were received from the Clean Air Day event and over the six-week consultation period. Participants included staff, partner organisations, elected members and members of the public. These were sorted and discussed within the steering group, finally deciding on those included within the document Air Quality Action Plan 2018.

7.5 The Green Links and Planning for real consultation 2019 supported residents to come with their concerns and solutions and air quality was a consideration.

8. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8.1 The alternative option was to do nothing but the Council places air quality as a key priority action area that it commits to and has demonstrated through the positive actions undertaken along with a future long term commitment of the air quality action plan. The Council also has a statutory duty.

9. FINANCIAL IMPLICATIONS

9.1 The development and implementation of some of the identified measures in the Air Quality Action Plan will have a financial impact and each will need to be considered separately and form part of Corporate Planning as the measures are developed over the 5 year life of the plan.

10. LEGAL IMPLICATIONS

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

10.2 Failure to produce, maintain, review an air quality action plan and pursue measures within it may result in direct intervention from the secretary of state.

11. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

11.1 None.

12. ICT/TECHNOLOGY IMPLICATIONS

12.1 None.

13. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

13.1 None

14. RISK MANAGEMENT

14.1 There are no implications for not adopting the Air Quality Action Plan, however failure to work towards the completion of the identified measures may instigate secretary of state involvement.

15. EQUALITY AND DIVERSITY IMPACT

15.1 None

16. RELEVANT DIRECTORS RECOMMENDATIONS

16.1 Cabinet to receive this report for information and to note the improving performance of air quality levels and the extensive air quality action plan which is in place as a programme of action moving forwards.

17. COMMENTS OF THE STATUTORY FINANCE OFFICER

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

18. COMMENTS OF THE MONITORING OFFICER

18.1 The purpose of the report is to update members on the latest information with regard to air quality in the borough. As members are aware the Council has statutory duties to comply within this area.

19. BACKGROUND DOCUMENTS

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

21. APPENDICES

Appendix A NO₂ Annual Mean Concentrations for all monitoring locations 2013 -2017.

Appendix B Progress on measures to improve Air Quality completed.

Appendix C Identified measures which are in the process of being completed.

Jennifer Mullin:
Director of Neighbourhoods & Developments

Report Author:	Telephone:	Date:
Neil Martin, Senior Environmental Health Officer	01772 625329	8 th March 2019

Appendix A NO₂ Annual Mean Concentrations for all monitoring locations 2013 -2017.

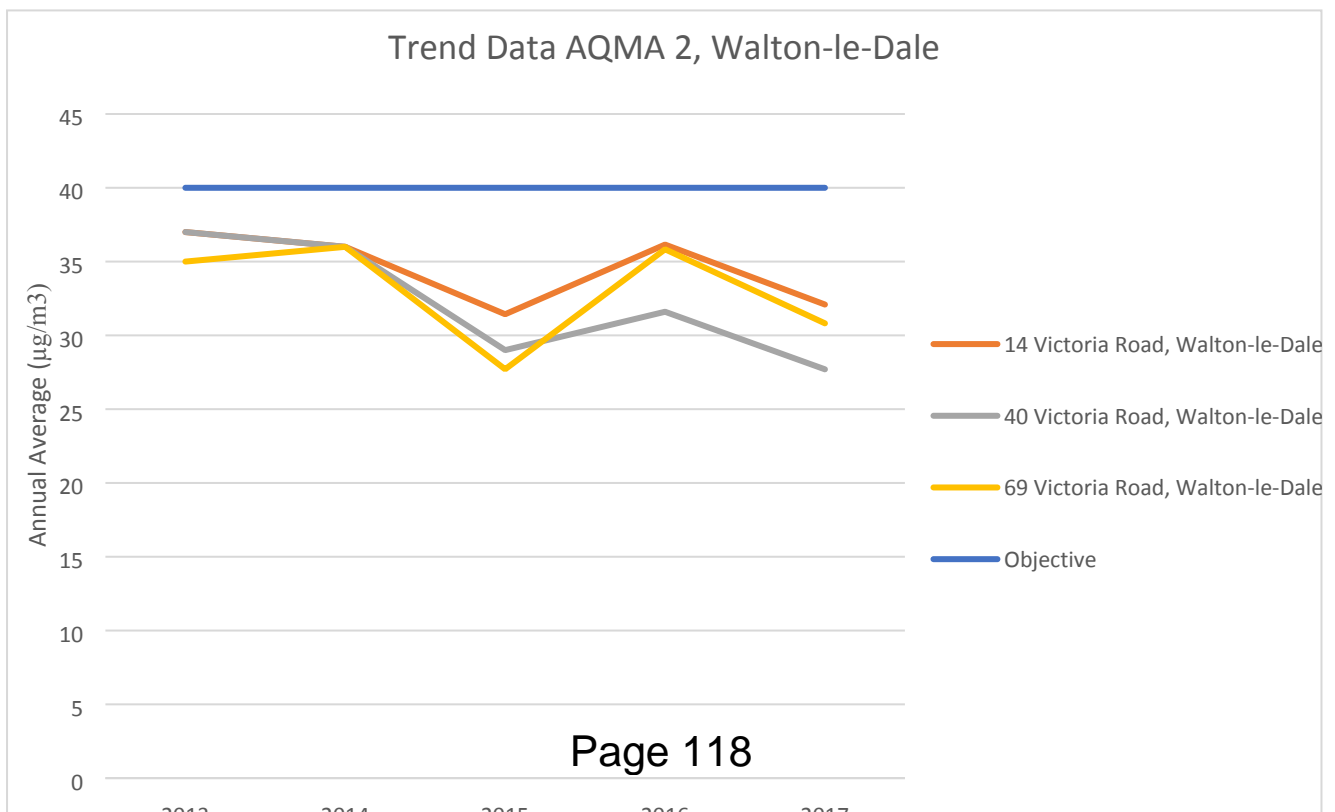
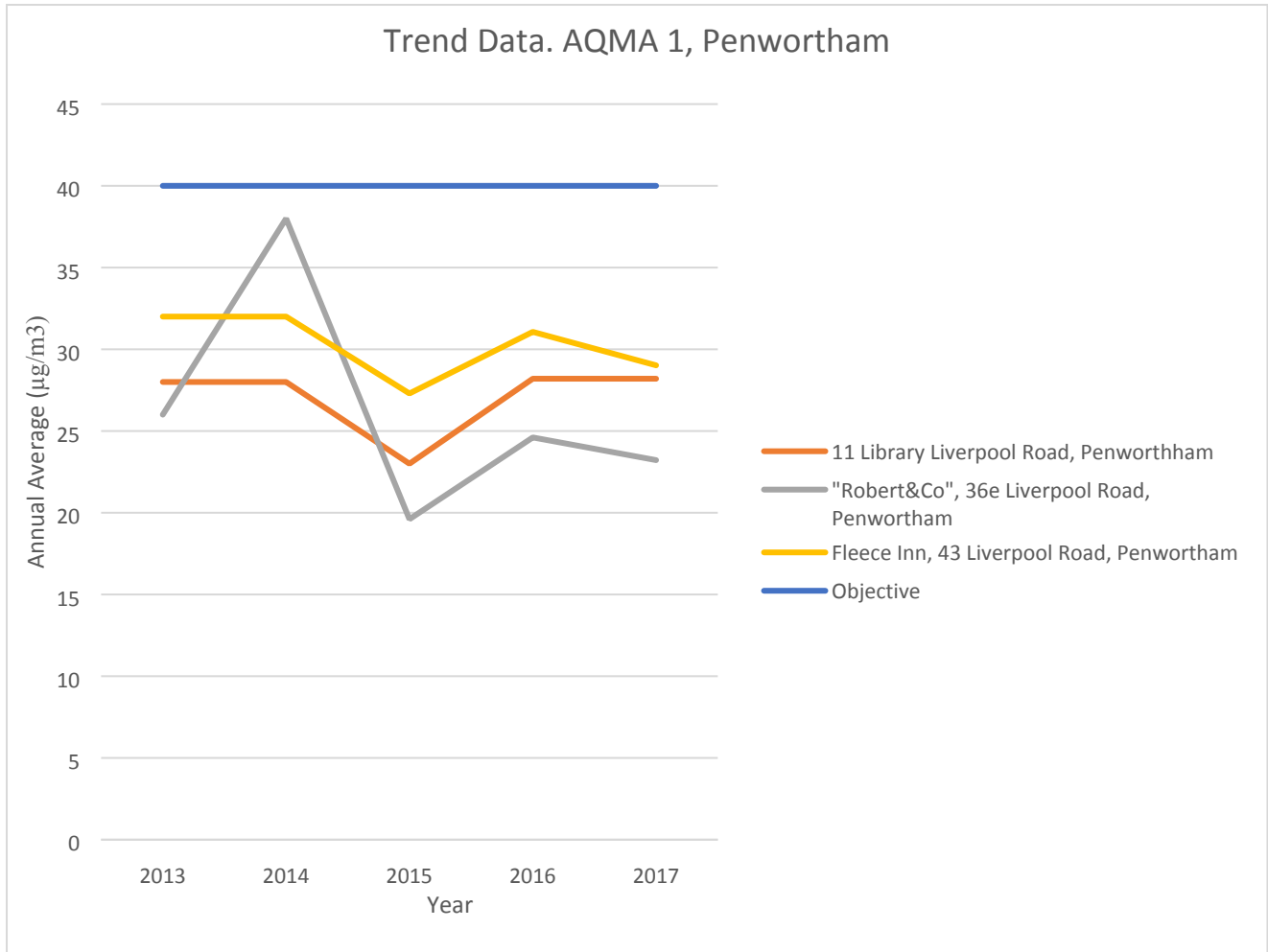
Site ID	Site Type	Monitoring Type	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
			2013	2014	2015	2016	2017
Civic Centre, Leyland	Urban Background	Diffusion Tube	16.00	18.00	11.63	15.30	13.57
Turpin Green Lane/Charnock St, Leyland	Roadside	Diffusion Tube	29.00	32.00	26.81	31.73	30.38
Turpin Green Lane, Leyland	Roadside	Diffusion Tube	34.00	33.00	29.00	32.26	32.66
Turpin Green Lane, Leyland	Roadside	Diffusion Tube	37.00	37.00	31.54	41.45	35.34
Turpin Green Lane, Leyland	Roadside	Diffusion Tube	30.00	28.00	24.20	28.04	25.25
Turpin Green Lane, Leyland	Roadside	Diffusion Tube	36.00	34.00	31.29	40.81	34.77
Golden Hill Lane	Roadside	Diffusion Tube	39.00	35.00	30.00	38.20	34.74
Golden Hill Lane	Roadside	Diffusion Tube	36.00	33.00	31.00	38.03	32.51
Leyland lane	Roadside	Diffusion Tube		36.00	21.80	28.59	25.09
The Mill, Longmeanygate	Roadside	Diffusion Tube		35.00	20.37	25.12	23.32
Watkin Lane, Lostock Hall	Roadside	Diffusion Tube	28.00	28.00	22.00	26.30	25.70
Spar, Watkin Lane, Lostock Hall	Roadside	Diffusion Tube	33.00	30.00	27.64	32.25	33.11
Browndge Road, Lostock Hall	Roadside	Diffusion Tube	43.00	37.00	33.68	38.11	40.03
Tardy Gate PH, Leyland Rd, Lostock Hall	Roadside	Diffusion Tube	37.00	34.48	29.78	37.68	35.32
Leyland Road, Lostock Hall	Roadside	Diffusion Tube	34.00	34.00	30.00	32.26	27.73
Library Liverpool Road, Penwortham	Roadside	Diffusion Tube	28.00	28.00	23.00	28.20	28.20

"Robert & Co", Liverpool Road, Penwortham	Roadside	Diffusion Tube	26.00	38.00	19.61	24.61	23.22
Fleece Inn, Liverpool Road, Penwortham	Roadside	Diffusion Tube	32.00	32.00	27.30	31.07	29.02
Site ID	Site Type	Monitoring Type	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
			2013	2014	2015	2016	2017
Victoria Road, Walton-le-Dale	Roadside	Diffusion Tube	37.00	36.00	31.43	36.15	32.09
Victoria Road, Walton-le-Dale	Roadside	Diffusion Tube	37.00	36.00	29.00	31.60	27.70
Victoria Road, Walton-le-Dale	Roadside	Diffusion Tube	35.00	36.00	27.70	35.83	30.82
Library, Station Road, Bamber Bridge	Roadside	Diffusion Tube	31.00	30.00	26.00	32.46	29.19
Station Road, Bamber Bridge	Roadside	Diffusion Tube	32.00	29.00	23.32	30.35	28.72
Station Road, Bamber Bridge	Roadside	Diffusion Tube	22.00	24.00	19.14	25.02	24.80
Station Road, Bamber Bridge	Roadside	Diffusion Tube	29.00	30.00	27.00	28.10	26.20
Station Road, Bamber Bridge	Roadside	Diffusion Tube	27.00	26.00	22.00	24.70	22.90
Station Road, Bamber Bridge	Roadside	Diffusion Tube	34.00	35.00	32.06	39.90	35.09

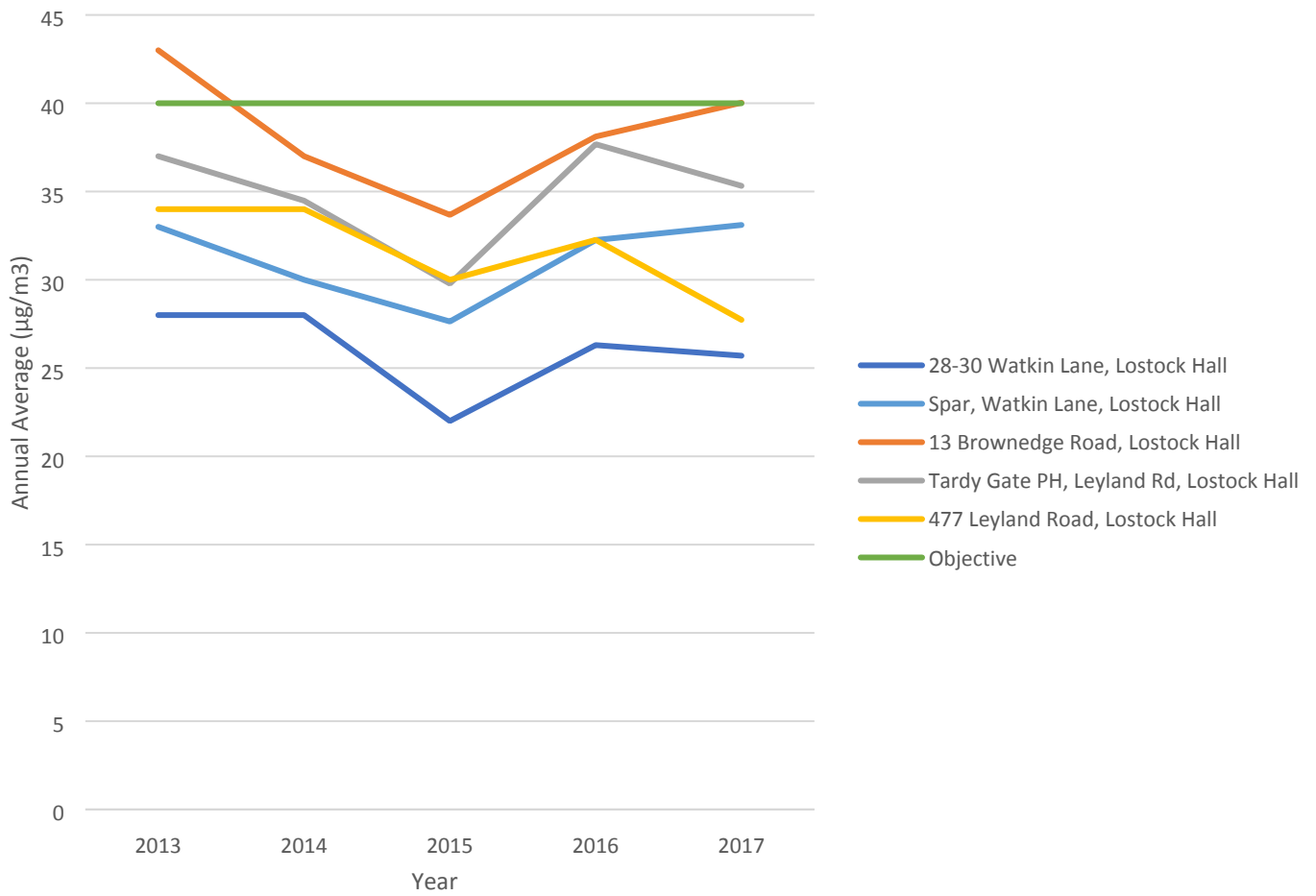
Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in bold.

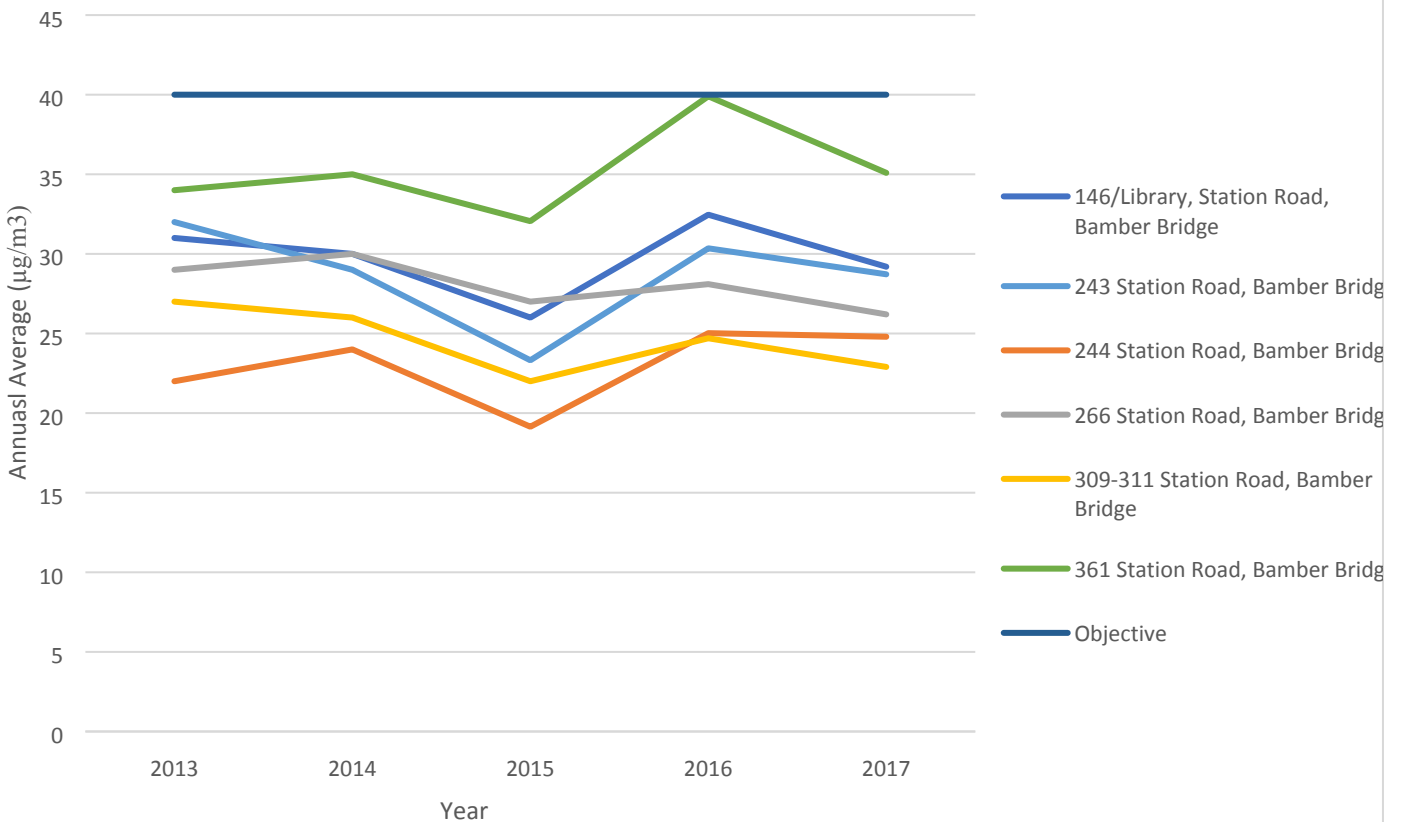
Figure A – Trends in Annual Mean NO₂ Concentrations



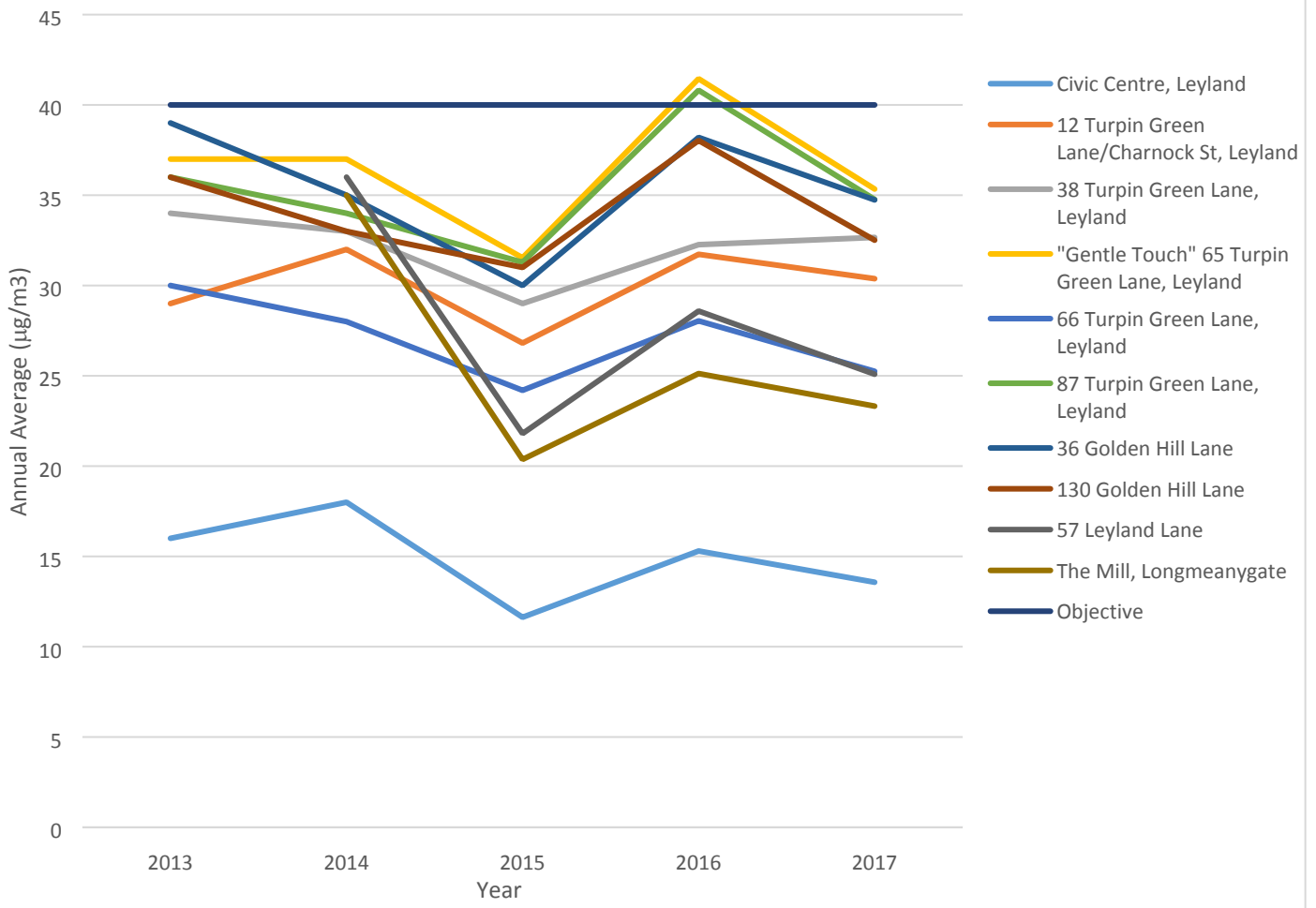
Trend Data AQMA 3, Lostock Hall



Trend data AQMA 4, Bamber Bridge



Trend Data for AQMA 5, Leyland



Appendix B Progress on measures to improve Air Quality completed

Measure No.	Measure	Progress to Date	Lead Agency
1	Ensure adequate Electrical Vehicle charging infrastructure is provided on all Planning Applications in line with the Council's Electric Vehicle Charging Points Guidance for Developments	Electrical vehicle recharging (EVR) points are requested on all suitable developments, while inclusion of EVR points is not universally included on planning decisions the majority of sites are required to provide suitable EVR points	SRBC, Planning / Env Health
2	Require suitable travel plans to be produced, and implemented on all relevant developments in line with the low emissions strategy	Travel plans are requested on suitable planning applications, although it is acknowledged that improved guidance on the contents of Travel plans is still required for developers.	SRBC, Planning / Env. Health
3	Require secure cycle storage to be included on all relevant domestic, commercial, industrial, and leisure developments	Secure cycle storage is being requested on all appropriate planning applications	SRBC Planning, Env. Health
4	Require adequate changing facilities to be provided for use of staff / visitors for all relevant commercial and industrial developments	Changing facilities are being requested on all appropriate commercial and industrial developments	SRBC, Planning/ Env. Health
5	Continue with the 'bike to work' salary sacrifice scheme	The Council have continued with the 'bike to work scheme'	SRBC< HR
6	Provide cycle reassurance training for any member of staff, elected members who wish to receive it	Cycle reassurance training has been offered to staff and will continue to be offered	SRBC, Sports Development

Appendix C Table details those identified measures which are in the process of being completed.

1	To publicise and encourage the use of the Lancashire based Air Quality Guidance Document for Developers	When EH are contacted by consultants they are asked to use the guidance document	SRBC Env. Health /Planning
2	To include the above air quality guidance document within the revised Central Lancashire Core Strategy	Work on the revised Core Strategy has started.	Central Lancs, SRBC, Planning, Env. Health
3	Securing four major road developments identified within the Lancashire County Council 'Central Lancashire Highways and Transport Masterplan'	Work is underway on securing these road improvements and include, 'The Cawsey' link Road, Penwortham By-pass, both of which are almost complete.	LCC Highways
4	To investigate the provision of a link road between Centurion Way and Tomlinson Road	Investigation ongoing.	SRBC
5	Look to improve signage to re-direct HGV traffic away from areas of poor air quality	Funding has been sourced and a suitable location for signage within the Leyland AQMA identified, However further work is required with LCC Highways as the land owned by SRBC falls under the jurisdiction of the Highways authority as an adopted road.	Env. Health
6	Improve the cycle infrastructure within the borough, especially along routes to schools and employment sites	Work is ongoing on the Leyland Loop to provide additional safe cycle routes.	SRBC

7	Improve the electric vehicle infrastructure across the borough	<p>A number of bids have been submitted to Defra for funding. We have in conjunction with 5 other Lancashire authorities secured over £600,000 to provide electric vehicle charging points for taxis.</p> <p>The Council have joined up with Electric Blue to undertake an Evolve programme to identify where EVR points are required for taxis. The project involves fitting black boxes to taxis to monitor their locations. Drivers are given information on how much they could save by 'going electric' while the authority obtains details on where to locate recharging points. The authority is working with 'Charge my Street' who aim to secure community lead funding to provide charging infrastructure within areas of residential properties that only have on-street parking provision.</p> <p>LCC have secured funding to provide EVR points across the county and South Ribble will be receiving 4 of these.</p> <p>EVR points are being requested on all relevant planning applications.</p> <p>Electric Vehicle recharge points are to be installed at the Civic Centre and Moss Side Depot, for use by staff and the public</p>	SRBC, Planning, Env. Health, Neighbourhoods
8	Provide electric vehicle charging points on council owned car parks and buildings	See Above	SRBC, Neighbourhoods
9	Anti-Idling Campaign in declared AQMA's and outside schools, colleges and leisure centres	Advertising literature has been designed and purchased, schools are to be contacted by the end of March. Officers have been authorised.	SRBC, Env. Health
10	Work with taxi firms to encourage the uptake of low emission vehicles (Electric)	See above re evolve programme	SRBC< Env. Health
11	Further reduce the age limit of taxis within the borough	County wide suggested policy being developed. This has been drawn up between the six authorities who have successfully made a bid to DEFRA, Public Health Lancashire and LCC Highways. The suggested policy improvements have been presented to the Lancashire Licensing Group for consideration.	EHL, AQ sub-group, SRBC, Env Health/Licensing
12	Stop taxis and buses idling within AQMA's and outside schools & Colleges	See above – Anti-Idling Campaign	SRBC, Env Health

13	Encourage elected members to car share and use alternative forms of transport, in particular to council meetings and functions	This has been discussed with members	SRBC, Elected Members
14	Replace the mayoral car with an electric car	Discussions have been held,	SRBC, Neighbourhoods /Elected Members
15	Air Quality shall be considered within the decision making process on every report to cabinet, council, portfolio holder decision etc.	This has been raised at Leadership team.	SRBC, Democratic Services, CEO
16	Replace the civic centre pool car with an electric car Systematically replace the depot vans with electric vehicles Systematically replace grounds vehicles with electric vehicles as technology becomes available	Discussions have been held and electric vans have been trialled.	SRBC, Neighbourhoods
17	Sign up to the 'NHS fleet solutions salary sacrifice scheme' this allows staff to purchase via salary sacrifice a new car (to be restricted to electric vehicles only) including all insurance, tax, and servicing	A Leadership Team Report to investigate the options further has been prepared.	SRBC, Leadership Team, HR
18	Provide secure lockable cycle storage facilities at the civic and depot	Secure cycle storage has been provided at the Civic Centre.	SRBC, Neighbourhoods
19	Provide suitable changing rooms and storage facilities for use of staff	Work has begun on the planning of changing rooms at the Civic Centre	SRBC, Neighbourhoods

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

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