

SCRUTINY COMMITTEE

THURSDAY, 28TH JUNE, 2018, 5.30 PM

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

AGENDA

- | | |
|--|------------------------|
| <p>1 Apologies for Absence</p> | |
| <p>2 Minutes of the Last Meeting</p> <p>Held on Thursday, 12 April, to be signed as a correct record.</p> | <p>(Pages 3 - 6)</p> |
| <p>3 Matters Arising from Previous Meetings</p> <p>Report attached.</p> | <p>(Pages 7 - 8)</p> |
| <p>4 Declarations of Interest</p> <p>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.</p> | |
| <p>5 Corporate Performance Report at the end of Quarter 4 (31 March 2018)</p> <p>Report of the Specialist Consultant attached.</p> | <p>(Pages 9 - 38)</p> |
| <p>6 Worden Hall - progress update</p> <p>Information from the Director of Planning and Property attached.</p> | <p>(Pages 39 - 40)</p> |
| <p>7 Scrutiny Matters</p> | |
| <p>7a Verbal Update on Lancashire County Council's Health Scrutiny Committee</p> | |

**7b Member Feedback on Meeting(s) and Training attended
on behalf of Committee**

7c Cabinet Forward Plan

(Pages 41 - 48)

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Scrutiny Committee Councillors
Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), David Howarth,
Susan Jones, Jim Marsh, Keith Martin, Elizabeth Mawson, Barbara Nathan,
Mike Nathan, Michael Titherington, Karen Walton, Linda Woollard and Barrie Yates

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

Forthcoming Meetings

6.00 pm Thursday, 30 August 2018 - Cross Room, Civic Centre, West Paddock,
Leyland, PR25 1DH

MINUTES OF SCRUTINY COMMITTEE

MEETING DATE Thursday, 12 April 2018

MEMBERS PRESENT: Councillors Matthew Tomlinson (Chair), Michael Green, David Howarth, Susan Jones, Keith Martin, Barbara Nathan, Michael Titherington, Karen Walton and Linda Woollard

CABINET MEMBERS: Councillor Colin Clark (Deputy Leader of the Council and Cabinet Member for Corporate Support and Assets)

OFFICERS: Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS: Heather McManus (Chief Executive), Howard Anthony (South Ribble Partnership Manager), Councillor Mary Green, Councillor Michael Nathan, Councillor Alan Ogilvie and Councillor Phil Smith (Cabinet Member for Regeneration and Leisure)

PUBLIC: 0

50 Apologies for Absence

Apologies for absence were received from Councillors Carol Chisholm, Colin Coulton and Ian Watkinson.

51 Declarations of Interest

Councillors Michael Green, David Howarth and Matthew Tomlinson declared personal interests as elected members of Lancashire County Council, but were able under the Code of Conduct for Elected Members, to remain in the meeting and take part in the discussion and voting thereon.

52 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the Scrutiny Committee meeting held on 8 March 2018 be signed as a correct record.

53 Matters Arising from Previous Meetings

The Committee received an update of the progress made against matters arising from all previous meetings.

RESOLVED (Unanimously):

That all the outstanding matters arising be removed and those actions not already implemented be brought forward in the future.

54 Worden Hall - progress update

The Cabinet member for Corporate Support and Assets (Councillor Colin Clark) and the South Ribble Partnership Manager addressed and responded to the Committee's enquiries relating to an update on progress with proposals to bring Worden Hall back into use.

The South Ribble Partnership Manager provided an overview of activity which included the forthcoming Artisan Market and an outline of the timescale for tenders for consultancy work in respect of the use of Worden Hall and market. The prospective Consultants included those with specific experience in the heritage sector and show how Worden Hall could be adapted for use. It was planned that detailed proposals would be submitted in May with the Council intending to make a decision on their detailed proposals in June. There would be engagement with members, users and those interested in Worden Hall/Worden Park and hopefully be able to report back in September.

It was confirmed that proposals at Worden Hall would complement and not compete with those at the Civic Centre.

It was noted that at the moment the next scheduled event would be Leyland Festival in June.

RESOLVED (Unanimously):

That:

1. the Committee was encouraged that progress to date was in line with the previously indicated timescales;
2. the Committee looks forward to the Consultants' Brief being circulated to members of the Committee; and
3. the Committee requests that future updates include some information (such as bullet points) included on the agenda.

55 Scrutiny Matters

55a Verbal update on Lancashire County Council's Health Scrutiny Committee

The Chair indicated that the meeting was next week and he would circulate the minutes to members of the Committee.

55b Member feedback on meeting(s) and training attended on behalf of the committee

The Chair reported on the recent North West Strategic Scrutiny Network meeting which had been interesting and given ideas that could possibly be used.

55c Scrutiny Committee Forward Plan

The Chair reported that the Committee would soon be formulating its plan for 2018/19. This could include setting up a group to look at the Council's responsibilities to Air Quality Management Areas and provide an understanding on the process.

55d Cabinet Forward Plan

The Committee noted the Cabinet's Forward Plan.

56 Exclusion of Press and Public

RESOLVED (Unanimously):

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

57 Strategic Asset Review Study by Cushman and Wakefield

The Cabinet member for Corporate Support and Assets (Councillor Colin Clark) and the Chief Executive addressed the Committee and responded to its comments and enquiries relating to the Strategic Asset Review Study by Cushman and Wakefield.

During the discussion, the Committee's comments/enquiries included the following areas:

- it was confirmed that following its production the Consultant's report had been used as part of the background information for the Council's property and asset review.
- the committee was informed that the portfolio holder and the other members of Cabinet were ambitious to maximise use of Council assets and generate income (reference to the Council's Investment Strategy) and that good progress had been made in the last two years.
- in respect of the lower condition/yield of the Middleforth Estate compared to other Council properties, due to a lack of strategic investment, this was still the case. However, a programme of works was in place to strategically review assets to ascertain whether to invest or to look at disposal.
- the gross yield from an asset was confirmed as the rental income against the value of the asset whilst net yield also took into account the costs of maintenance, insurance and such other costs to keep the asset.
- the findings for Worden Hall/Park differed because the Consultant's report was very high level, lessons had been learned and what was now being worked up was much more detailed and needed to complement operations at the Civic Centre.
- compared to the findings in the Consultant's report, opportunities at the Moss Side Depot had subsequently arisen from the Council's developing shared services agenda.

- in respect of the Council's Corporate Plan and Medium Term Financial Strategy (MTFS), these drew information/pointers from many sources and the use of assets was key and included the Consultant's report and the Council developed that.
- it was confirmed that assets were one of the Council's resources working collectively for what was needed for the residents of the borough and a medium term resource strategy was being developed and would be brought to members.
- regarding the South Ribble Homes Build, this was a new venture looking forward at the use of land assets which the borough had a good supply of as a former new town area (negotiating with the Homes and Communities Agency) and could be used to fill the gap identified in the Housing Strategy.
- the committee was assured that following the recent management re-structure the Council would have the necessary skills, expertise and capacity to strategically manage and grow its property assets.
- the Leyland Town Centre Masterplan was mentioned in the Consultant's report and was included in this year's Corporate Plan and whilst not having information to hand on the current position and timescales this would be provided.
- in respect of moving forward with a Strategic Action Plan for the Council's approach to assets, the Committee was keen to have a future role in its development and monitoring and as no firm approach had yet been decided it was possible this could be subject to pre-scrutiny.
- clarity would be given as to whether the required essential maintenance works in the Consultant's report at Worden Hall had been carried out.

RESOLVED (Unanimously):

That

1. the Committee appreciated being provided with a copy of the Cushman and Wakefield Consultant's Report;
2. the Committee was encouraged that the Council had learned lessons on commissioning such reports and being less than effective in responding to it;
3. the Committee requests an update on the Leyland Masterplan;
4. the Committee welcomes the Strategic Asset Plan and suggests it is involved in its development and monitoring; and
5. the Committee welcomes the offer to provide clarity on whether the essential maintenance works had been carried out at Worden Hall.

Chair

Date

**South Ribble Borough Council
Scrutiny Committee
Matters Arising from Previous Meetings / Recommendation Tracking**

Date of Meeting & Min. No.	Title and Recommendation	Portfolio Holder/ Responsible Officer	Accepted Yes/No	Implemented Yes/No	Explanation/Progress
12/04/18 Min. No.54	Worden Hall – progress update				
	2. the Committee looks forward to the Consultants' Brief being circulated to members of the Committee	Cllr Clark / J Noad	Yes	Yes	Consultants Brief was circulated to Scrutiny Members on 17 th May 2018
	3. the Committee requests that future updates include some information (such as bullet points) on the agenda	Cllr Clark / J Noad	Yes	No	A note will be circulated in advance of the next scheduled meeting. This is reliant on the outcome of the current tender exercise.
12/04/18 Min. No.57	Strategic Asset Review Study by Cushman and Wakefield				
	3. the Committee requests an update on the Leyland Masterplan	Cllr Clark / J Noad	Yes	No	A comprehensive report updating Members on all the Master Plans will be provided during Quarter 2.
	4. the Committee welcomes the Strategic Asset Plan and suggests it is involved in its development and monitoring	Cllr Clark / J Noad	Yes	No	Scrutiny Members will be invited in to be part of the development of the Strategic Asset Plan
	5. the Committee welcomes the offer to provide clarity on whether the essential maintenance works had been carried out at Worden Hall	Cllr Clark / J Noad	Yes	No	The urgent works identified by Cushman and Wakefield were estimated at costing at least £250,000. Given that this a high cost for the Council on an asset that is not in use and with no firm proposals the repairs were not authorised by the previous Director of Neighbourhoods. The need for these works is now embodied in the emerging proposals to bring the Hall back in to use in a viable manner and will therefore form part of that proposal moving forward.

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REPORT TO	ON
SCRUTINY COMMITTEE CABINET	28/06/2018 11/07/2018

TITLE	PORTFOLIO	REPORT OF
Corporate Performance Report at the end of Quarter 4 (31 th March 2018)	Deputy Leader	Specialist Consultant

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 2017-18 at the end of the fourth quarter i.e. the end of March 2018.

A 'year-end' Annual Report will be reported to Full Council at its meeting on 25th July 2018.

2. PORTFOLIO RECOMMENDATIONS

It is recommended that:

- i. Members note performance at the end of Quarter 4 shown at **Appendix 1**
- ii. Members note the corporate risks and the controls that have been in place to mitigate risks in 2017-18 as identified in the Corporate Risk Register shown at **Appendix 2**.

3. CORPORATE PRIORITIES

The report relates to all of the former corporate priorities as shown below. Performance reports for 2018-19 and beyond will be aligned to the council's new corporate priorities.

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

4. BACKGROUND TO THE REPORT

The Corporate Plan for 2017-18 contains a number of outcomes and activities for delivery in 2017-18. This report provides an update at the end of Quarter 4 for members' consideration.

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

5. PERFORMANCE AT THE END OF QUARTER 4

The performance report for the final quarter of 2017-18 is attached at **Appendix 1**. This includes a suite of key performance indicators and is structured as follows:

Our money: income and expenditure

Our people: sickness absence, vacancies and health and safety

Our customers: resident satisfaction, complaints and responding to telephone calls

Our priorities: measures from the Corporate Plan for each of the four former corporate priorities

Corporate Plan activities: an overview of progress against the activities identified in the 2017-18 Corporate Plan

The Corporate Risk Register for 2017-18 is attached at **Appendix 2** for members to review. This has now been superseded by a new Corporate Risk Register for 2018-19 and as such shows the position at the end of the 2017-18 financial year.

5.1 OVERVIEW OF PERFORMANCE

5.1.1 Performance Indicators

The attached Q4 Performance Report (**Appendix 1**) shows a total of 34 performance indicators. Of these indicators, 14 show an improvement in performance, 3 remain the same, 6 have worsened, and 11 do not have comparable data at this time.

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

5.1.2 Corporate Plan Activities

There are 27 activities that fall within the Council's four Corporate Priorities, and of these 23 have been completed on-time and 4 are off-track (amber) due to circumstances beyond our control. The full list of these Corporate Plan Activities can be found in the attached Performance Report (**Appendix 1**).

A commentary in relation to the activities that are not on track is provided as 'exceptions' under the relevant corporate priority in the following sections of the report.

5.2 CORPORATE PERFORMANCE INDICATORS

5.2.1 Our Money

Of the three measures in this category, one has improved, one is provided for context only and one shows a slight deterioration in performance.

The percentage of council tax collected has improved slightly (by 0.07%) whereas the percentage of business rates collected has decreased slightly compared to the previous year (by 0.08%).

Performance on both collection measures is slightly below the national district council average for 2016-17 but are above average collection for Lancashire district councils and all councils nationally.

5.2.2 Our People

Of the five measures in this category, three have improved, one is provided for information only and there is no data for one measure.

Staff sickness absence has improved from last year, although performance is still slightly below the national average. There were no reportable HSE incidents in Quarter 4.

Data on statutory and mandatory training is currently being collected but we do not yet have a complete picture to report this. When available, this will be used as a baseline for future reporting.

5.2.3 Our Customers

Of the four measures in this category, three have worsened and one has no comparable data.

Data in relation to resident satisfaction with the way the Council runs things (and a number of other resident satisfaction measures in this report) have been reported previously. New data for these measures will not be available until after the planned annual residents' survey to be undertaken in September 2019.

Performance in relation to answering telephone calls in Gateway has worsened this quarter in comparison to the same time last year with 49% answered within 60 seconds in Q4 compared to 54% in Q3. This is a result of a significant increase in call volumes arising as a result of the introduction of green waste charges.

The number of complaints has also increased from nine to 19 from the same time last year. This is thought to be related to the introduction of a new feedback policy in late 2017 and awareness training for staff which has resulted in complaints being routed through the official system which previously may have been unrecorded.

Despite this apparent increase in Q4, the total number of complaints this year compared to last has reduced from 46 in 2016-17 to 40 in 2017-18 and the Council received significantly fewer complaints in 2017-18 than the 2016-17 national average of 60.

The measure relating to Ombudsman complaints is an annual one that was reported in the Q2 performance report. Up to date data for this measure won't be available until the end of Q1 of 2018-19 as it is taken from the Ombudsman's Annual Report. However, we can report that nine complaints were made to the Ombudsman in 2017-18. This data is as yet un-validated and we do not have any validated data to show the percentage of those complaints that were upheld as some are still ongoing.

5.3 STRONG AND HEALTHY COMMUNITIES

5.3.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	3	0	0	2

5.3.2 Key achievements to note

- ❖ The number of visits to leisure and health facilities in the borough has increased from 171,308 in Q3 to 202,852 in Q4. The attendance figures fluctuate according to season, and although this does show an increase, this is nevertheless a reduction of 2,500 visits compared to the previous two year average. This is likely to be attributable to poor weather conditions resulting in a number of football pitches being closed for longer periods during the playing season (a national issue) and in particular no activity currently taking place at Penwortham Holme Recreation Centre.
- ❖ There has also been an increase in the number of children participating in school and out of school sports and activities. The increase in numbers was largely due to our Healthy Schools Challenge and Test programme. During that period the sports development team provided movement skill tests on over 2,000 young people.

5.3.4 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
6	6	0

5.3.5 Key achievements to note

- ❖ All actions in our annual safeguarding action plan were completed within the agreed timescales
- ❖ For the 'New Open Space, Play, Sports and Recreation Study', a tender process has been undertaken, consultants have been appointed, the process has commenced and expected completion is early October 2018.
- ❖ South Ribble Community Leisure Trust has developed a 'draft' Sport and Physical Activity Strategy (which is currently out for final consultation) to support growth in participation in physical activity and sport, wellbeing and active travel.
- ❖ The Equality Objectives have been reviewed.
- ❖ My Neighbourhood plans have been developed for 2018-19 with input from local communities. Projects to be delivered include new schemes, such as Church Road Garden in Bamber Bridge, refurbishment of Lostock Hall War Memorial and Dale Avenue Pond in Longton. Existing schemes which have been successful are being evolved and expanded, for example Penwortham Live community music festival and South Ribble in Bloom. Volunteering opportunities continue to be promoted throughout the year, particularly around supporting welcome cafés, as part of our reducing loneliness and social isolation work.

5.4 CLEAN, GREEN AND SAFE

5.4.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	0	0	3	2

5.4.2 Key achievements to note

- ❖ Throughout 2017-18 the waste team has maintained an exceptional standard of only 0.02% missed domestic waste bin collections. Roughly 100,000 bins are collected each week, and on average only 20 bins are missed.

5.4.3 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
5	4	1

5.4.4 Key achievements to note

- ❖ Mobile technology is now being used in both neighbourhoods and environmental services.
- ❖ Retention of the Green Flag Award for Worden Park in Leyland for 21 years consecutively, one of only six parks in the country to achieve this.
- ❖ Completion of boardwalk decking around Fish Pond area at Worden Park.
- ❖ Restoration of the historic Vine House within the walled garden at Worden Park.
- ❖ Restoration of the Herbaceous Border on the Formal Gardens at Worden Park.
- ❖ Refurbishment of the Arboretum at Worden Park. The first phase of the planting was carried out in March 2018, with the second phase taking place later in the year.
- ❖ Communities continue to be encouraged to hold ‘clean-up’ events in their local hotspots. The annual Great British Clean Up in March included litter picks across the borough and the Great Plastic Pick Up is scheduled for May. Members are being trained to lead litter picks, adding capacity to weekend clean ups.
- ❖ The Central Parks master plan was adopted by the Planning Committee in July 2017
- ❖ Phase 2 of St Catherine’s park is substantially complete and we are planning a grand opening as soon as the grass has re-established.

5.4.2 Exceptions to note

- ❖ The overarching strategy for parks, open spaces and sports pitches is closely linked to the development of the new health, wellbeing and leisure campus model being brought forward in 2018-19 and couldn’t therefore be developed in isolation in 2017-18.

5.5 STRONG SOUTH RIBBLE IN THE HEART OF A PROSPEROUS LANCASHIRE

5.5.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
7	3	2	0	2

5.5.2 Key Achievements to Notes

- ❖ The 'A Place to Live' programme has brought three properties (nine units) back to use this year, in comparison to the two properties (five units) last year
- ❖ City Deal has led to another 7.17 jobs being created in South Ribble in Quarter 4 which is a slight increase from the previous quarter.

5.5.3 Exceptions to note

- ❖ The amount of external funding secured by South Ribble Businesses through the Lancashire Growth Hub has significantly decreased from quarter 3, from £36,600 to £4,825. However, it is difficult to predict trends associated with this across such a short period of time, as it is dependent on when businesses submit their applications to the grant panel.
- ❖ The proportion of empty properties brought back into use is an annual measure that was reported in the previous quarter. Although performance between 2016-17 and 2017-18 worsened slightly, it is nevertheless well above the latest available national average figure.

5.5.4 Corporate Plan activities

The table below shows the number of corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
6	3	3

5.5.5 Key achievements to note

- ❖ Work has started on the Cuerden Strategic Site with tree clearing and site preparation well underway. The temporary construction access has also been completed.
- ❖ The year-end housing completions figure has increased from the previous financial year. Work is ongoing with Homes England on accelerated construction and scoping work for SRBC's own home build project is now underway.

5.5.6 Exceptions to note

- ❖ The work on the master plans for Penwortham, Lostock Hall and Leyland is underway but has been delayed due the brief being amended at a City Deal level and the appointed consultants taking longer than envisaged to complete the work. Work has started on scoping a Penwortham Master Plan which is linked to work on the Penwortham Bypass.
- ❖ Phase 2 of Bamber Bridge Regeneration is now on site and due for completion late summer. Program slippage due to LCC site commitments elsewhere – All SRBC Programme requirements have been met on time (i.e. Leyland Landmarks, Bobby the Horse installed in October 2017).
- ❖ Year 2 of the Housing Framework has largely been delivered except for Extra Care. This is due to funding being withdrawn by Lancashire County Council on Extra Care projects. Officers in

Housing and Planning services are discussing opportunities for the market to deliver such a development instead. A new Housing Framework was also adopted in January 2018 which refocuses the Council's aspirations for housing.

5.6 EFFICIENT, EFFECTIVE AND EXCEPTIONAL COUNCIL

5.6.1 Performance measures

The table below shows the number of key performance measures that are improving, static or worsening at the end of Quarter 4.

No. of measures	No. improving	No. worsening	No. the same	No. with no comparable data or contextual data only
5	3	0	0	2

5.6.2 Key achievements to note

- ❖ There has been an increase in the total rent roll for existing property assets and investments since Q3. This is a result of new lettings from the Department for Work and Pensions (DWP) and for Units 1 & 2 Momentum Business Park. The increase equates to £29,366 additional rental income in a full year of which two months additional income (c£5,000) was received in 2017-18. There was however an overall shortfall in income against the 2017-18 budget mainly as a result of the write-off of debts from previous years.
- ❖ There has been an increase in self-serve options for residents to improve both convenience and efficiencies. This quarter saw the number of self-serve options increase by one from 58 to 59. The number of forms available for self-service are also showing an increase because of additions in relation to the green waste bins.

5.6.3 Corporate Plan activities

The table below shows the number corporate plan activities that are on target at the end of Quarter 4.

No. of activities	No. on target	No. off target
10	10	0

5.6.4 Key achievements to note

- ❖ All activities in the Corporate Improvement plan have been delivered and the recent Peer Review re-visit acknowledged the significant amount of progress we have made. Further work is ongoing with the Improvement Reference Group to address remaining challenges.
- ❖ Arrangements are in place to commission an annual residents survey to enable the Council to monitor progress from the baseline in 2017. We are also now using LGInform (a Local

Government Association system) to inform decisions and have made ward profiles from this available for all members on Councillor Connect. Data from this system and the 2017 residents and business surveys were used to develop the Council's new corporate priorities and corporate plan.

- ❖ The Council has approved an Investment Property Strategy and appointed LSH Investment Management (LSHIM) as professional advisers. As a result, investment opportunities are now being sourced. DWP has also moved into the Civic Centre and opportunities are being explored with other organisations in relation to other vacant space in the building. In addition, Transformation funding has been approved for improvements to the workshop at the Depot to increase commercial use to generate income and to reduce expenditure on external servicing of council vehicles.
- ❖ This year, we have worked with Chorley Council to agree the next stage of shared services and have also worked with a range of partners to develop new business models. This includes working with the Department of Work and Pensions to accommodate a move into the Civic Centre in February to facilitate closer working arrangements (as referenced above).

The Community Safety Partnership has also been developing new business models to facilitate a more collaborative approach to working with residents, community groups, businesses and other public sector agencies to improve communication, share data and intelligence and co-design services to meet local needs. Specific examples include a new model to address organised crime through disruption activities and the development of an Integrated Early Action Team to work with vulnerable adults and families at an early stage to prevent the need for statutory intervention.

6. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

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

7. OTHER OPTIONS CONSIDERED

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

8. FINANCIAL IMPLICATIONS

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

9. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

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

10. ICT/TECHNOLOGY IMPLICATIONS

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

11. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

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

12. RISK MANAGEMENT

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

This is for information only, as a new corporate risk register (approved by Council in February 2018) is in place for 2018-19.

Six of the risks in the 2017-18 Corporate Risk Register are also included in the 2018-19 Corporate Risk Register.

13. EQUALITY AND DIVERSITY IMPACT

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

14. COMMENTS OF THE STATUTORY FINANCE OFFICER

The report is for information and therefore there are no direct financial implications as a result of the recommendations in this report. The implications of the Council's financial performance in 2017-18 against the budget forecasts are detailed in the 2017-18 Budget Out-turn report to Governance Committee in May 2018.

15. COMMENTS OF THE MONITORING OFFICER

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

16. RELEVANT DIRECTORS RECOMMENDATIONS

It is recommended that:

- iii. Members note performance at the end of Quarter 4 shown at **Appendix 1**
- iv. Members note the corporate risks and the controls that have been in place to mitigate risks in 2017-18 as identified in the Corporate Risk Register shown at **Appendix 2**.

17. BACKGROUND DOCUMENTS

- ❖ Corporate Plan 2017-18
- ❖ South Ribble Borough Council Budget Out-turn Report 2017-18 (Governance Committee 29th May 2018)

Appendix 1: Quarter 4 Performance Report

Appendix 2: Corporate Risk Register

Leadership Team Member's Name: Joanne Platt

Job Title: Specialist Consultant

Report Author:	Telephone:	Date:
Reece Drew Michael Johnson	01772 (62) 5461 01772 (62) 5339	30/04/2018

CORPORATE PERFORMANCE REPORT

2017-18: Quarter 4

(1ST January – 31ST March 2018)

Measure of performance	National average	Quarter 4	Previous quarter or period	Status
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Our Money

% spend against profiled budget	N/A	97%	94.3%	Contextual data
% of Council Tax collected compared to the same time last year	97.96%	97.50%	97.43%	
% of Business Rates collected compared to the same time last year	98.38%	98.22%	98.30%	

Our People

No. of days lost to staff sickness absence (per full-time equivalent member of staff) as an annual cumulative figure	8.2 days (annual ST & LT)	9.62 (17/18)	10.21 (16/17)	
Vacancy rate	7.1%	5.9%	7.14%	Contextual data
% statutory and mandatory training delivered as planned	N/A	Not available	Not available	N/A
% PDRs completed within timescale (annual measure)	N/A	74% (17-18)	55% (16-17)	
No. of accidents reported to the HSE arising from a work activity	N/A	0	1	

Measure of performance

National average

Quarter 4

Previous quarter or period

Status

Our Customers

% of residents satisfied with the way the Council runs things (annual measure)

65%
(16-17)

79%
(16-17)

Not available

Baseline – no accurate comparison available

Number of complaints received compared to the same time last year

See paragraph 5.2.3 in covering report for an explanation on performance

60
(16-17)

19

9



Number of complaints to ombudsman and the % that were upheld this year compared to last year (annual measure)

See paragraph 5.2.3 in covering report for an explanation on performance

11
(16-17)

16 (25% upheld)
(16-17)

11 (none upheld)
(15-16)



% of calls to Gateway that were answered within 60 seconds this quarter compared to the same time last year

See paragraph 5.2.3 in covering report for an explanation on performance

N/A

49%

54%



Corporate Plan measures

Corporate Plan measures of performance

Strong and healthy communities	National average	Quarter 4	Previous quarter or period	Status
Amount of external funding secured to support sport and physical activity (annual measure)	N/A	£190,000 (projected Sept 17 – July 18)	£172,000 (Sept 16 – Aug 17)	
Number of visits to our leisure and sports facilities	N/A	202,852	171,308	
% of residents satisfied with our sports and leisure facilities (annual measure)	64% (16-17)	62% (16-17)	Not available	Baseline – no accurate comparison available
Number of young people taking part in programmed school activities and 'out of school' activities (reported termly)	N/A	11,443 (10,221 in school, 1222 out of school)	11,026 (10,050 school, 976 out of school)	
The number of people prevented from becoming homeless	315 (16 – 17)	105	93	Contextual data

Page 23

Clean, green and safe

% of residents satisfied with street cleaning in the Borough (annual measure)	70% (16-17)	69% (16-17)	Not available	Baseline – no accurate comparison available
% of residents satisfied with our parks and open spaces (annual measure)	Data unavailable	83% (16-17)	Not available	Baseline – no accurate comparison available
Number and % of the Borough's main parks are of 'Green Flag' standard (annual measure)	N/A	3 (75%) (16-17)	3 (75%) (15-16)	
Number and % of all Parks with Friends Groups	N/A	12 (50%)	12 (50%)	
% of missed domestic waste bin collections	N/A	0.02%	0.02%	

Corporate Plan measures of performance

Strong South Ribble in the heart of a prosperous Lancashire	National average	Quarter 4	Previous quarter or period	Status
Amount of external funding secured by South Ribble Businesses through the Lancashire Growth Hub <i>See paragraph 5.5.3 in covering report for an explanation on performance</i>	N/A	£4,825	£36,600	
Amount of commercial floor space on the business rate register (annual – published in Nov)	N/A	1,481,000 m2 (March 16)	1,480,000 m2 (March 15)	
Number of new jobs created and reported through City Deal and partners	N/A	7.17 (Lancs Growth Hub)	7 (Lancs Growth Hub)	
Additional funded skills development (including apprenticeships) reported through City Deal / EP Skills Hub and other partners	N/A	(data unavailable)	23 (16-17)	Baseline – no accurate comparison available
Number of empty properties brought back into use through A Place to Live (annual)	N/A	9 Units (3 Properties) (17/18)	5 Units (2 Properties) 16/17	
% of residents who are satisfied with South Ribble as a place to live (annual measure)	80% (16-17)	88% (16-17)	Not available	Baseline – no accurate comparison available
Empty properties as a proportion of the total housing stock (annual measure) <i>See paragraph 5.5.3 in covering report for an explanation on performance</i>	2.54% (2015)	1.32% (17 -18)	1.34% (16 –17)	

Corporate Plan measures of performance

Efficient, effective and exceptional council	National average	Quarter 4	Previous quarter or period	Status
Additional income generated from existing property assets and investments	N/A	£29,366	- £2,541	
Number of online self-serve options available to customers	N/A	59	58	
Number of residents participating in My Neighbourhood plans and projects	N/A	51,030 (17-18)	29,870 (16 - 17)	
% of residents satisfied with the services the Council provides (annual measure)	65%	Not available	62% - 89% (16-17)	Baseline – no accurate comparison available
% of staff satisfied with the Council as a place to work (Target: 97%) (annual measure)	N/A	31.8% (16-17)	93% (15-16)	Baseline – no accurate comparison available

Overview of risks

Risks

Total number of risks on the Corporate Risk Register this quarter	20
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

Corporate Plan activities

Green: On track:

Amber: Off track due to circumstances beyond our control

Red: Off track: action needed

Corporate Plan activities

Strong and healthy communities

Status

Complete all actions in our annual safeguarding action plan within the agreed timescales.

G

Undertake a strategic review of leisure facilities

G

Determine the process and timescales to undertake a new Open Space, Play, Sports and Recreation Study

G

Develop and deliver programmes of activity which support growth in participation in physical activity and sport, wellbeing and active travel

G

Review equality objectives

G

Support local communities to develop "My Neighbourhoods" plans

G

Clean, green and safe

Encourage communities to include community clean-ups in their My Neighbourhood Plans

G

Develop an overarching strategy for parks, open spaces and sports pitches, aligned to the strategic review of leisure

A

Complete Central parks Masterplan and deliver the next phase of St. Catherine's Park

G

Continue to deliver against the vision plan for Worden Park

G

Use of Technology for neighbourhood and environmental services to speed up our response to customer service requests

G

Corporate Plan activities

Strong South Ribble in the heart of a prosperous Lancashire

Status

Complete the masterplans for Penwortham, Lostock Hall and Leyland town centres linked to a forward programme of works for City Deal

A

Deliver City Deal initiatives including completion of Bamber Bridge regeneration and installation of Leyland Landmarks

A

Deliver the Walmer Bridge Village Centre improvements

G

Support the development and delivery of the Cuerden Strategic Site

G

Deliver year 2 of the South Ribble Housing Framework action plan

A

Work with partners and developers to increase the rate of delivery of new homes by unlocking sites and introducing new methods of delivery

G

Efficient, effective and exceptional council.

Develop and approve an investment strategy to maximise use of council resources and generate income

G

Work with partners to consider and develop new business models

G

Develop a framework to deliver projects in relation to the assets and property portfolio

G

Agree a way forward for the next phase of shared services with neighbouring boroughs

G

Deliver all agreed efficiencies from the 2016-17 budget by 30th June 2017 and from the 2017-18 budget

G

Implement a new organisational development strategy and action plan and meet all the targets that are due for completion

G

Consult with residents, businesses and other stakeholders to develop and influence priorities for the next 3 years

G

Meet all targets in our improvement plan that are due for completion

G

Put in place ICT based systems for the more effective monitoring and management of organisational performance and risk

G

Develop systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting

G

Corporate Plan activities

Programme	Lead	Actions to bring project back on track
Complete the masterplans for Penwortham, Lostock Hall and Leyland town centres linked to a forward programme of works for City Deal	Jonathan Noad	The work on the master plans is underway but has been delayed due the brief being amended at a City Deal level and the appointed consultants taking longer than envisaged to complete the work. Work has started on scoping a Penwortham Master Plan which is linked to work on the Penwortham Bypass.
Deliver year 2 of the South Ribble Housing Framework action plan	Jonathan Noad	Year 2 of the Housing Framework has largely been delivered bar Extra Care. This is due to funding being withdrawn by LCC on Extra Care projects. Housing and Planning colleagues are discussing opportunities for the market to deliver to such a development instead. A new Housing Framework was also adopted in January 2018 which refocuses the Council's aspirations for housing.
Develop an overarching strategy for parks, open spaces and sports pitches, aligned to the strategic review of leisure	Mark Hodges	This will be developed alongside plans for the health, wellbeing and leisure campus model in 2018-19.
Deliver City Deal initiatives including completion of Bamber Bridge regeneration and installation of Leyland Landmarks	Jonathan Noad	Phase 2 of Bamber Bridge Regeneration is now on site and due for completion late summer. Program slippage due to LCC site commitments elsewhere – All SRBC Program requirements met on time (Leyland landmarks, Bobby the Horse installed Oct 17.

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Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Ageing population leading to health and social care pressures	12	Health and Well-Being Partnership's key work stream is Our Health Our Care Programme (OHOC)	4
		Staff members have had dementia champion training and they are delivering dementia awareness training to local businesses and community groups	
		Staff hold a café encouraging people suffering from dementia, memory loss and social isolation to attend. Also hold a dementia hub working alongside businesses and organisations providing information to families effected by dementia	
		Strategy and Action Plan produced. Regular meetings with Dementia Action Alliance (DAA) to progress. Living Well Guide launched Sept 17.	
		Masterplan developed. OPE bid successful. OHOC is a continuing programme and SRBC is fully engaged	
Failure of corporate governance leading to external intervention	12	Risk Registers being developed on GRACE risk management system	4
		Transformation Strategy approved by Cabinet and action plans delivered	
		Cross party Improvement Reference Group with external membership in place	
		AGS Action plan	
		New performance and project management system in place	
		Meet all the targets in our Scrutiny Review of Licensing Action Plan	
		Systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting	
		Meet all the targets in the new Improvement Plan	
		Develop systems and processes to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting	

Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Reduction in Government Grant threatens the financial sustainability of the Council	16	Forecasting the impact of known events allows for financial planning to take place. This includes alternative options and also the incorporation of the use of reserves and judgements on the recommended level reserve balances	4
		Varied options with regard to alternative income sources and income generation are considered within the MTFS to address the issue:- BRR growth, income generation schemes, Council Tax Increases, increasing the Council Tax base.	
		Reporting to Budget Holders and SMT, Performance Reporting to cabinet, Budget Monitoring Reports to Governance Committee (and Cabinet in future), Programme Board, External Audit inspection, Scrutiny process.	
		SFS staff have access to training to keep up to date with latest financial developments.	
		Implement Strategic Asset Review actions	
		Internal, cross-party asset group to shape and present a new Investment Strategy for implementation and realisation of additional income.	
Fraud & Corruption	12	Current arrangements against the 'Fighting Fraud and Corruption Locally' checklist completed and action plan produced	6
		Policies in place and available to all officers via Connect	
		Periodic training / awareness sessions carried out with officers	
		Update Anti Fraud and Corruption Strategy Compile Corporate Fraud Risk Register in GRACE	
Health inequalities in the Borough	6	These have action plans in place and are being delivered support local communities to develop 'My Neighbourhoods' plans.	4
		Homelessness Strategy approved by Cabinet June 2017	
Homelessness Reduction Bill leading to new duties that we are not resourced to undertake.	16	Homelessness Strategy approved by Cabinet June 2017	6
		Training delivered to all those dealing with homelessness	
		New burdens funding is to be made available - this is not known at an LA level as yet	
		Briefings drafted for SMT and Chief Executive	

Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Impact of Brexit on Council Funding- Councils will no longer receive EU regeneration funds, funding packages effected include European Structure & Investment Fund (ESIF) and European Regional Development Fund (ERDF)	3	Look for alternative external funding	3
Impact of Brexit on Council Services - Local Government currently complies with EU laws and legislation in areas such as environmental health, economic development, waste collection and employment. Areas likely to impact SRBC (or our providers) include Working Time Directive & Agency Worker Regulations (2010), Procurement & Competition Law, Rights of people with disabilities, Equalities, Health & Safety Regulations, State Aid rules and Environmental Policy.	6	Monitoring of guidance issued by Government and professional bodies	1
Impact of Brexit on the local economy - Cost of Trade between UK and EU likely to increase, European firms could be deterred from investing in the UK, restrictions on migration may impact recruitment and skills base available	6	Current strategy covers us until 2018 but Economic Development team are creating a new one	3
		Scheme completed	
		Engage with City Deal Partners to produce Master plans	
		Engage with City Deal Partners to complete Cuerden Masterplan to be before Planning Committee Autumn 2017	
Inactive communities leading to poor health	9	To provide all residents with access to well managed and accessible open space for formal and informal physical activity sport and recreation Working in Partnership with South Ribble Leisure Trust to provide well managed and accessible sports facilities which meet the needs of all residents now and in the future in a sustainable manner Delivering a comprehensive programme of activity to 47 primary schools. With trained sports coaches/cycling instructors. Engaging in over 600 sports sessions in school PE time and over 160 outside of school engaging in more than 5000 young people weekly	4
Inadequate housing stock to meet the needs of people moving into the area	9	Following SR Housing Framework Action Plan	4
		New properties being built in City Deal schemes Bi-Annual progress updates investigating potential for housing developments are part of campus strategy	

Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Failure of Information systems and data security	8	Maintaining high level of ICT security, achievement of PSN accreditation.	6
		Development of annual ICT work programme	
		ICT based Performance and Project Management system in place	
Lack of affordable housing to meet the needs of low income and vulnerable people	9	Homelessness Strategy approved by Cabinet June 2017	4
		South Ribble Housing Framework in place and year 1 actions delivered	
Lack of capital funding to undertake large scale improvements to parks, open spaces and leisure facilities	6	To continue to deliver against the vision plan for Worden Park.	4
		Work with partners or external funding providers to find funding/project options	
Low economic growth	9	Our current economic strategy runs out in 2018.	4
		Economic growth is factored into all master planning and regeneration schemes. Improvements to areas to attract customers, creating space for new business, increasing parking availability are just a few things we have looked at in recent projects to help increase economic growth	
		We have been successful in the creation of a Town Team in Leyland - a group made up of business owners in the area. We work with them on projects and events to attract customers into Leyland. We are working on rolling this initiative out in other areas of South Ribble	
		A number of events are held throughout the year working alongside local businesses to help raise money, promote the area and attract more residents/customers. These include the Live events, Festivals and Christmas events	
		Cuerden Masterplan approved	
		Engage with City Deal Partners to produce Masterplans	
		New Economic Development strategy	

Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Public Service reform	9	Asset Management Plan, Investment Framework and Strategic Review of Property and Assets.	2
		DWP move into Civic Centre On-going discussions with other potential co-location partners	
		Regular meetings to shape/develop the agenda	
		Work with partners to consider and develop new business models	
		Masterplan developed. Delivery subject to OPE process. Now at Stage 5 of the OPE process.	
Failure to recruit and / or retain staff with the skills needed to deliver services and improvement activities recruitment and retention	12	Transformation Strategy approved by Cabinet and action plans delivered	8
		Policies including Pay Policy / Recruitment policy	
		Flexi time / free car parking / professional subscriptions etc	
		Meet all the targets in the Improvement Plan	
		Meet all the targets in the Scrutiny Review of Licensing Action Plan	
Reduced funding leads to the need to reduce staffing levels for environmental management of the Borough	6	Action plans in place and are being delivered to encourage more residents to participate in My Neighbourhood plans and projects.	4
		Asset Management Plan, Investment Framework and Strategic Review of Property and Assets	
		Work with partners to consider and develop new business models	
		Agree a way forward for the next phase of shared services with neighbouring boroughs	

Risk Description	Inherent Risk Score	Existing Control Measure Description and additional mitigating actions taken in 2017-18	Residual Risk Score
Low resident and customer satisfaction	6	To widen the use of technology for neighbourhood and environmental services to speed up our response to customer service requests.	2
		Frequent (at least annual) resident surveys.	
		Regular events held within the borough that are both enjoyable and reinforce community spirit/pride, such as Leyland Festival and the Truck Trail.	
		Through emails, social media platforms, and Gateway, residents can be asked to provide their opinions and feedback on Council priorities and operations, therefore helping establish their needs. This can be done through surveys, polls, and discussions.	
		Holding regular team service review meetings where staff can put forward ideas to make service improvements.	
		Taking a transparent approach to communication with residents regarding changes throughout the borough, avoiding them finding out via the media.	
		Meet all the targets in the Improvement Plan	
		Systems and processes in place to improve the way we collect, monitor and use data, research and intelligence to inform decision-making and priority setting	
		More online self-serve options available to customers	
The impact of welfare reform on vulnerable people and families	9	Homelessness Strategy approved by Cabinet June 2017	4
		Gateway have staff trained in helping people improve their budgeting skills when they have been effected by Welfare Reform and Universal Credit	
		gateway and benefits staff have been trained on the Welfare reform and offer help and guidance to residents	
		Information regarding Welfare Reform and the help available has been shared with partners and outside organisations	
		Deliver all the actions in our Homelessness Strategy	
		Complete all the actions in our annual Safeguarding Action Plan	

Update to Scrutiny June 2018

Worden Hall

Worden Market 29th April 2018

Logistics

Event Management Delivery Group, led by Economic Development Officer, co-ordinated the event.

Cross Departmental Involvement;

- ▶ Neighbourhoods (Moss Side)
- ▶ Enterprise
- ▶ Community Works

Some issues were identified around parking, spacing of stalls and availability of electrical points. These can be addressed for future events and actions have been identified by the event management delivery group.

Performance

- ▶ There is no official count but estimated to be at least 1000 over the course of the event
NOTE: The weather was kind on the day and does make all the difference, however, the amount of people the market attracted exceeded all expectations.
- ▶ The number of visitors was unexpected and impacted on food stall selling out early on into the event
- ▶ Nature trail, face painting, Owl/bird display, horn players were all popular
- ▶ Good variety of stalls for the first event;
The market supported 23 local businesses, including Leyland Market, businesses located in the park, 3 local community groups, which included Friends of Groups, Walled Garden (Brothers of Charity) & Leyland Rotary
- ▶ Surveys were completed by attendees and stall holders and are currently being analysed and full feedback to be provided at a later date.

Communications

- ▶ Social Media coverage on Facebook and visitlancashire.co.uk proved to be effective, visitor numbers on the day exceeded expectations.
- ▶ Leaflets sent out to tourism offices/caravan park/hotels/B&Bs around the Lancashire area.



Future Events

- ▶ Feasibility of future events currently being assessed, focussed around drama/entertainment.

A Shakespearean performance and interactive show is planned for Sunday 9th September 2018, and is being delivered by Cest Tout Theatre Co. Full details are being developed and will be promoted soon.

Worden Hall – Consultants Update

- ▶ Invitation to quote specification shared with Scrutiny Committee
- ▶ Process has now been completed and the consultants appointed. An inception meeting is planned for early July to agree final timescales.

The programme of works is estimated at 15 weeks and will involve provision of a number of options and assessment followed by a detailed fully worked option for the Hall.

South Ribble Council – Cabinet Forward Plan

For the Four Month Period: 1 June 2018 – 30 September 2018

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

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

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

Page 41

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

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

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

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

Executive Leader	Councillor Mary Green
Deputy Executive Leader and Cabinet Member (Environment and Community Safety)	Councillor Caroline Moon
Cabinet Member (Assets and Transformation)	Councillor Warren Bennett
Cabinet Member (Corporate Support and Community Engagement)	Councillor Michael Green
Cabinet Member (Public Health, Leisure and Wellbeing)	Councillor Rebecca Noblet
Cabinet Member (Finance)	Councillor Susan Snape
Cabinet Member (Planning, Housing and Economic Growth)	Councillor Cliff Hughes

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

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

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

Page 42

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

**Heather McManus,
Chief Executive**

Last updated: 20 June 2018

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Meeting on 21 June 2018							
Cabinet Member (Assets and Transformation)							
Property Investment Strategy	Cabinet	Assets and Transformation	Expenditure / Savings higher than £100,000	21 Jun 2018	No	No	Report of the Director of Planning and Property
Cabinet Member (Public Health, Leisure and Wellbeing)							
First Phase of Campus Programme	Cabinet	Public Health, Leisure and Wellbeing	Expenditure / Savings higher than £100,000	21 Jun 2018	No	No	Report of the Director of Planning and Property
Pest Control Charges	Cabinet	Public Health, Leisure and Wellbeing	Significant effect in 2 or more Council wards.	21 Jun 2018	No	No	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Cabinet Member (Finance)							
Budget Outturn 2017/18	Cabinet	Finance		21 Jun 2018	No	No	Report of the Deputy Chief Executive (Resources and Transformation)
Future Meetings							
Performance Report - Quarter 4	Cabinet	Deputy Leader and Environment and Community Safety		11 Jul 2018	No	No	Report of the Specialist Consultant
Refurbishment of the Coach House at Hurst Grange Park	Cabinet	Assets and Transformation	Significant effect in 2 or more Council wards.	11 Jul 2018	No	No	Report of the Director of Neighbourhoods and Development
Budget Timetable and MTFS Update and Draft Cabinet Report	Cabinet	Finance		11 Jul 2018	No	No	Report of the Deputy Chief Executive (Resources and Transformation)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Review of Fees and Charges	Cabinet	Finance	Significant effect in 2 or more Council wards.	11 Jul 2018	No	http://southribble.moderngov.co.uk/documents/s2662/06%20-%20Fees%20and%20Charges%20Council%20Report%20Jan%202018.pdf	Report of the Acting Deputy 151 Officer
South Ribble Housebuild Programme	Cabinet	Assets and Transformation	Expenditure / Savings higher than £100,000	11 Jul 2018	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No	Report of the Director of Planning and Property

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Refurbishment of the Third Floor Civic Centre: Release of Capital Funding	Cabinet	Assets and Transformation	Expenditure / Savings higher than £100,000	12 Sep 2018	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No	Report of the Director of Neighbourhoods and Development
Land at Bamber Bridge	Cabinet	Assets and Transformation	Expenditure / Savings higher than £100,000	12 Sep 2018	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Use of Civic Centre Accommodation by Third Party Organisation	Cabinet	Assets and Transformation	Expenditure / Savings higher than £100,000	12 Sep 2018	Paragraph 3: Information relating to the financial business affairs of any particular person (including the authority holding that information)	No	Report of the Director of Planning and Property

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