

COUNCIL

WEDNESDAY, 17TH JANUARY, 2018, 6.00 PM

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

AGENDA

1 Apologies for Absence

2 Minutes of the Last Meeting

(Pages 5 - 18)

The minutes of the Council meeting held on 22 November 2017 are attached

3 Declarations of Interest

Members are requested to notify Democratic Services, by 4.00pm on the day of the meeting, of any items on the agenda in which they have an interest and the nature of the interest. They should do so by email to democraticservices@southribble.gov.uk.

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 the item.

Where 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 a Member's judgment of the public interest (as explained in the Code of Conduct) then they may stay in the meeting to make representations, answer questions or give evidence relating to the item but then must withdraw from the meeting for the remainder of that item. Where such an interest is in an item to be discussed in exempt session, members are reminded that they must withdraw from the meeting for the whole of that item.

4 Report of Cabinet and Committees

4a Minutes of Scrutiny Committee meeting held on 27 November 2017

(Pages 19 - 24)

Copy attached

4b Minutes of Governance Committee meeting held on 29 November 2017	(Pages 25 - 30)
Copy attached	
4c Minutes of Cabinet meeting held on 6 December 2017	(Pages 31 - 42)
Copy attached	
4d Minutes of Standards Committee meeting held on 7 December 2017	(Pages 43 - 46)
Copy attached	
5 Final Report from the Scrutiny Review of Staff Morale (including Cabinet response)	(Pages 47 - 72)
Report of the Interim Monitoring Officer attached.	
6 Review of Fees and Charges	(Pages 73 - 108)
Joint report of the Acting Deputy Section 151 Officer and the Parks and Neighbourhoods Manager attached.	
7 Standards Committee Annual Report	(Pages 109 - 114)
Report of the Interim Monitoring Officer attached.	
8 Questions to the Leader of the Council	
The following written question has been received from Councillor Claire Hamilton:	
“Please could the Leader confirm his statement made at the Cabinet Meeting on Wednesday 21st June that South Ribble residents who opt out of using their brown bin and dispose garden waste in their grey bin will not be charged?”	
9 Questions to Members of the Cabinet	
10 Questions to Chairmen of Committees and My Neighbourhood Areas	
11 Questions to Member Champions and Representatives on Outside Bodies	

12 Notice of Motion

(Pages 115 - 116)

Notice of the attached Motion has been submitted in accordance with Standing Order number 10(2). The Council's attention is drawn to Standing Order number 10(4), which deals with the disposal of Motions.

The Motion is proposed by Councillor Paul Wharton and seconded by Councillor Claire Hamilton.

13 Notice of Motion

(Pages 117 - 118)

Notice of the attached Motion has been submitted in accordance with Standing Order number 10(2). The Council's attention is drawn to Standing Order number 10(4), which deals with the disposal of Motions.

The Motion is proposed by Councillor Paul Wharton and seconded by Councillor Claire Hamilton.

14 Exclusion of Press and Public

To consider the exclusion of the press and public for the following item 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).

15 Shared Services

Joint report of the Chief Executives of South Ribble and Chorley Councils to follow subject to the meeting of the Shared Services Joint Committee on 11 January 2018.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Council Councillors Michael Titherington (Mayor), John Rainsbury (Deputy Mayor), Jane Bell, Warren Bennett, David Bird, Renee Blow, Carol Chisholm, Colin Clark, Colin Coulton, Malcolm Donoghue, Bill Evans, Derek Forrest, Paul Foster, Mary Green, Michael Green, Claire Hamilton, Harry Hancock, Jon Hesketh, Mick Higgins, David Howarth, Cliff Hughes, Ken Jones, Susan Jones, Jim Marsh, Keith Martin, Elizabeth Mawson, Caroline Moon, Jacqui Mort, Peter Mullineaux, Barbara Nathan, Mike Nathan, Mike Nelson, Rebecca Noblet, Alan Ogilvie, James Patten, Margaret Smith, Phil Smith, Susan Snape, David Suthers, Caleb Tomlinson, Matthew Tomlinson, Karen Walton, Graham Walton, Ian Watkinson, David Watts, Paul Wharton, Jonathan Woodcock, David Wooldridge, 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 Wednesday, 28 February 2018 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH



MINUTES OF COUNCIL

MEETING DATE **Wednesday, 22 November 2017**

MEMBERS PRESENT: Councillors Michael Titherington (Mayor), John Rainsbury (Deputy Mayor), Jane Bell, Warren Bennett, David Bird, Renee Blow, Carol Chisholm, Colin Clark, Colin Coulton, Malcolm Donoghue, Bill Evans, Derek Forrest, Paul Foster, Mary Green, Michael Green, Claire Hamilton, Harry Hancock, Jon Hesketh, Cliff Hughes, Ken Jones, Susan Jones, James Marsh, Keith Martin, Elizabeth Mawson, Caroline Moon, Peter Mullineaux, Barbara Nathan, Mike Nathan, Mike Nelson, Rebecca Noblet, Alan Ogilvie, James Patten, Margaret Smith, Phil Smith, Susan Snape, David Suthers, Caleb Tomlinson, Matthew Tomlinson, Karen Walton, Graham Walton, David Watts, Paul Wharton, Jonathan Woodcock, David Wooldridge, Linda Woollard and Barrie Yates

OFFICERS: Heather McManus (Chief Executive), Dave Whelan (Legal Services Manager/Monitoring Officer), Denise Johnson (Director of Development, Enterprise and Communities), Caroline Elwood (Interim Corporate Governance Manager), Jane Blundell (Principal Management Accountant) and Dave Lee (Democratic Services Officer)

OTHER OFFICERS: 6

PUBLIC: 9

47 Apologies for Absence

Apologies for absence were received from Councillors Mick Higgins, David Howarth, Jacqui Mort and Ian Watkinson.

48 Minutes of the Last Meeting

RESOLVED:

That the minutes of the meeting held on 27 September 2017 be approved as a correct record.

49 Declarations of Interest

The Legal Services Manager, Director of Development, Enterprise and Communities and the Principal Management Accountant (and other senior managers present at the meeting that were directly affected) declared a prejudicial interest in Minute No. 67 relating to the Changes to the Council's Management Structure item and left the Council Chamber during the consideration of the item.

50 Mayoral Announcements

The Mayor provided an update on the events he had recently attended and his forthcoming engagements.

51 Report of Cabinet and Committees

51a Draft Minutes of the meeting of the Standards Committee held on 21 September 2017

The Council considered the draft minutes of the Standards Committee meeting held on 21 September 2017.

It was moved by Councillor Bill Evans, seconded by Councillor Colin Coulton and

RESOLVED:

That the draft minutes of the Standards Committee meeting held on 21 September 2017 be noted.

51 b Draft Minutes of the meeting of the Cabinet held on 25 October 2017

The Council considered the draft minutes of the Cabinet meeting held on 25 October 2017.

It was moved by Councillor Peter Mullineaux, seconded by Councillor Colin Clark and

RESOLVED:

That the draft minutes of the Cabinet meeting held on 25 October 2017 be noted.

51c Draft Minutes of the meeting of the Scrutiny Committee held on 6 November 2017

The Council considered the draft minutes of the Scrutiny Committee meeting held on 6 November 2017.

It was moved by Councillor Matthew Tomlinson, seconded by Councillor Colin Coulton and

RESOLVED:

That the draft minutes of the Scrutiny Committee meeting held on 6 November 2017 be noted.

52 Notice of Motions

52a No More S*n

It was moved by Councillor Malcolm Donoghue and seconded by Councillor Jane Bell that:

"On 15th April 1989, a disaster at Hillsborough Stadium in Sheffield led ultimately, to the deaths of 96 innocent fans who had left home that morning to watch a football match. Due to crowd control mis-management those fans, whose ages ranged from 10 to 67 years old, were unlawfully killed. Contrary to the facts, The S*n published a front page story with the banner headline "The Truth" which contained blatant lies. Here are just a couple of the statements:

'Drunken Liverpool fans viciously attacked workers as they tried to rescue victims and police officers, firemen and ambulance crew were punched, kicked and urinated upon.'

A quote attributed to an unnamed policeman claimed that a dead girl had been abused and that the Liverpool fans were 'openly urinating on us and the bodies of the dead'.

Hillsborough families and Liverpool supporters who were affected by these events may live in our area.

South Ribble Borough Council wishes to express its disgust that these slurs on the victims of this disaster were published by a British national newspaper, and express its disappointment at the amount of time it took to get to the truth.

It is sobering to compare the behaviour of those who were in positions of responsibility and public trust, with the dignity and courage displayed by the families of the 96 and the survivors, who have continued since 1989 to fight for justice whilst coping with the loss of their loved ones.

This Council also regrets The S*n's inability to apologise for many years.

For this reason, South Ribble Borough Council calls on all retailers and vendors of newspapers in South Ribble to consider very carefully if they should continue to sell The S*n.

South Ribble Borough Council therefore resolves:

- 1) To encourage all employees to remove all copies of The S*n found within Council buildings;
- 2) Refuse access to S*n journalists to any Council premises (unless they are attending a formal public meeting of the Council);
- 3) Ensure South Ribble Borough Council does not advertise in The S*n newspaper; and
- 4) Encourages all residents to support the "Total Eclipse of the S*n" campaign in any reasonable way possible."

During the debate, the Council acknowledged that many people had been affected by the tragic events at Hillsborough and that the false headlines and comments which the newspaper had printed were deplorable. It was noted that the intention of the Motion was not to ban the newspaper but the view was expressed by some

Members that under the freedom of press censorship, there should be a right for people/society to make their own choices on the issues raised in the Motion.

Following debate, the Motion was put to the vote and the Mayor declared that it was **lost** by 27 votes to 18 with 0 abstentions.

52 Amendment of Council Procedure Rule

b

It was moved by Councillor Ken Jones, seconded by Councillor Matthew Tomlinson and

RESOLVED:

That in accordance with Standing Order 24.2 in the Constitution, the following Motion stand adjourned without discussion to the next meeting of the Council to await a report from the Monitoring Officer or the Governance Committee:

“That Council reaffirms that motions for debate at Council meetings must be tabled at least 7 working days prior to the meeting in question, but notes there is currently no time restriction on the submitting of amendments to such motions. In practise this results in curtailed debate and to correct this, Council requests the Governance Committee and the Monitoring Officer to draw up a suitable amendment to Standing Orders and the Constitution with the effect of requiring 3 working days' notice of amendments to motions.”

53 Transformation Strategy 2017-18

Further to Minute No. 22 of the Cabinet meeting held on 27 July 2017 and Minute 38 of the Council meeting held on 27 September 2017, the Council considered the report of the Interim Corporate Improvement Manager on proposals to establish a Transformation Fund of £500,000 to invest in transformation activities, which was one of the actions in the Council's Transformation Strategy.

It was moved by Councillor Colin Clark and seconded by Councillor Peter Mullineaux:

That the recommendations set out in the report be approved.

RESOLVED (For: 45, Against: 0, Abstention: 0):

That:

- (1) the Council approves the recommendation of the Cabinet on 27 July 2017 to the use of the Council's General Reserves to establish a Transformation Fund of £500,000; and
- (2) this fund be closely monitored through the usual reporting mechanism of the quarterly budget monitoring process and to include details of any return of investment from transformation projects.

54 Corporate Improvement Plan

The Council considered the report of the Chief Executive on the progress made on the implementation of the Peer Review Improvement Plan which had been produced to address the recommendations arising from the Local Government Association Corporate Peer Challenge (CPC), which had taken place in March 2017 and was structured around the following three key themes:

- (i) Strong and effective political and managerial leadership;
- (ii) The development of a clear and concise vision for the future of the Borough and the Council; and
- (iii) Delivery of the Medium Term Financial Strategy, including business transformation, shared services and the review of leisure.

An update on progress in relation to the Scrutiny Review Action Plan was also set out in the report. That information had previously been provided to the Scrutiny Committee in August 2017 and at that meeting, the Committee had indicated that it was pleasing to see that the vast majority of its recommendations had been completed.

The Cabinet had agreed in June 2017 that the future focus for the Council would be on the Peer Review Improvement Plan although the Scrutiny Review of Licensing Action Plan would continue to be monitored.

The report indicated that the CPC Team would re-visit the Council on 31 January and 1 February 2018 to review progress. In the meantime, an Improvement Reference Group to ensure appropriate pace and external challenge of the improvement agenda had been established in May 2017 and had met monthly since then to oversee delivery of the Improvement Plan. The key messages from each meeting had been published on the Council's staff and member Intranet (Staff Connect and Councillor Connect).

It was moved by Councillor Peter Mullineaux, seconded by Councillor Colin Clark and

RESOLVED:

That the report be noted.

55 Annual Report 2016/17 on the work of both the General Licensing Committee and Licensing Act 2003 Committee

The Council considered the annual report of the Director of Development, Enterprise and Communities on the work undertaken by the General Licensing Committee and the Licensing Act 2003 Committee during 2016/17.

It was moved by Councillor John Rainsbury, seconded by Councillor Mike Nelson and

RESOLVED:

That the report be noted.

56 Adoption of Elements of Sections 165 and 167 of the Equalities Act 2010 relating to the use of taxi / private hire vehicles by wheelchair users, along with associated documentation

Further to Minute No. 41 of the meeting of the General Licensing Committee held on 17 October 2017, the Council considered the report of the Director of Development, Enterprise and Communities on proposals for the adoption of elements of Sections 165 and 167 of the Equalities Act 2010 relating to the use of taxi / private hire vehicles by wheelchair users, along with associated documentation.

It was moved by Councillor John Rainsbury and seconded by Councillor Mike Nelson:

That the recommendations set out in the report be approved.

RESOLVED (For: 45, Against: 0, Abstention: 0):

That approval be given to the formal adoption of:

- a) Sections 165 and 167 of the Equalities Act 2010;
- b) the draft Medical Exemptions Policy, as set out in Appendix 2 to the report; and
- c) the associated documentation consisting of
 - i) the draft application form, as set out in Appendix 4 of the report;
 - ii) the draft letter confirming the granting of exemption, as set out in Appendix 5 of report; and
 - iii) the draft certificate / notice to be displayed by exempted drivers, as set out in Appendix 6 to the report.

57 Draft Policy for Medical Exemption from Requirement to Carry Assistance Dogs

Further to Minute No. 42 of the meeting of the General Licensing Committee held on 17 October 2017, the Council considered the report of the Director of Development, Enterprise and Communities on proposals to adopt the relevant sections of the Equalities Act 2010 relating to the transportation of visually-impaired passengers and assistance dogs, along with documentation relating to the enforcement of this legislation.

It was moved by Councillor John Rainsbury and seconded by Councillor Mike Nelson:

That the recommendations set out in the report be approved.

RESOLVED (For: 45, Against: 0, Abstention: 0):

That approval be given to the formal adoption of:

- a) Sections 165 and 167 of the Equalities Act 2010;
- b) the draft Medical Exemptions Policy, as set out in Appendix 2 to the report; and
- c) the associated documentation consisting of
 - i) the draft application form, as set out in Appendix 4 of the report;
 - ii) the draft letter confirming the granting of exemption, as set out in Appendix 5 of report); and
 - iii) the draft certificate / notice to be displayed by exempted drivers, as set out in Appendix 6 to the report.

58 Proposed Adoption of an Intended Use Policy for the Licensing of Hackney Carriages

Further to Minute No. 44 of the meeting of the General Licensing Committee held on 17 October 2017, the Council considered the report of the Director of Development, Enterprise and Communities on proposals for the formal adoption of the draft Intended Use Policy for the licensing of hackney carriages, following a consultation exercise that had been undertaken throughout August 2017.

It was moved by Councillor John Rainsbury and seconded by Councillor Mike Nelson:

That the recommendations set out in the report be approved.

RESOLVED (For: 45, Against: 0, Abstention: 0):

That:

- 1) the draft Intended Use Policy for the licensing of hackney carriages, as set out in Appendix 1 to the report, be formally adopted; and
- 2) the consequent proposed amendment to section 6.14 of the current Licensing Policy, as set out in section 7.3 to the report be endorsed.

59 Proposed Revisions to Licensing Policy

Further to Minute No. 45 of the meeting of the General Licensing Committee held on 17 October 2017, the Council considered the report of the Director of Development, Enterprise and Communities on proposed changes to the Licensing Policy following a consultation exercise.

It was moved by Councillor John Rainsbury and seconded by Councillor Mike Nelson:

That the recommendation set out in the report be approved.

RESOLVED (For: 42, Against: 0, Abstention: 0):

That the proposed changes to the current Licensing Policy, as set out in the report and summarised in sections 4.4 and 4.5 of the report be endorsed.

60 Safeguarding Training

Further to Minute No. 46 of the meeting of the General Licensing Committee held on 17 October 2017, the Council considered the report of the Director of Development, Enterprise and Communities on proposals for the Council to formally adopt a requirement for all new applicants for a driver's licence to complete appropriate online Safeguarding training prior to their application being granted; and for all licensed drivers to successfully re-take the above training prior to renewal of their licence and in accordance with certain criteria defined by the authority.

It was moved by Councillor John Rainsbury and seconded by Councillor Mike Nelson:

That the recommendations set out in the report be approved.

During the debate, Members of the Council thanked all those staff and senior management for their excellent contribution to the work involved to ensure that very robust licensing policies were in place. The Council commended them for their time and diligence spent on all of the excellent reports that had been presented at this meeting.

RESOLVED (For: 42, Against: 0, Abstention: 3):

That approval be given to the replacement of the current section 5.9 of the Licensing Policy with new wording, as set out in section 10 of the report, which will:

1. require all new applicants for a Hackney Carriage or Private Hire Driver's Licence to satisfactorily complete the online / e-learning training course on Child Sexual Exploitation (2017) run by the Lancashire Safeguarding Children's Board; and for all new applicants to provide proof of the successful completion of this online course as part of the application process;
2. require all drivers currently licensed with this authority to re-take and provide documentary evidence of successful completion of the above course prior to each subsequent renewal of their licence;
3. require all applicants (i.e. whether a new applicant or an existing licence holder seeking to renew their licence) to provide evidence of successful completion of the above course which is dated within a 3 month period prior to the date on which a new application or application for renewal is made;
4. require that, in all cases, the online test referred to above shall be taken under officer supervision at the Civic Centre and only upon production of proof of identity; and
5. require (subject to suspension for non-compliance) any licensed driver to complete a training course within a reasonable period of up to 3 months when obliged to undertake one by the Licensing Authority.

61 Changes to Membership and Chairmanship of Committees and Chairmanship of Central Neighbourhood Forum 2017/18

The Council considered the report of the Interim Corporate Governance Manager which indicated that Councillors Claire Hamilton and Paul Wharton had given notice that they have established a new political group entitled the South Ribble Independents Group with effect from 15 October 2017. This had changed the political balance on the Council and a re-calculation of the entitlement to formal

Committee places had been undertaken which resulted in the South Ribble Independents Group being entitled to three Committee places and the Conservative Group losing two Committee places and the Labour Group losing one place.

The report also indicated that Councillor David Bird had stepped down as a member of the Standards Committee and there was a need for the Conservative Group to appoint a new Member to that Committee and a new Chair and Vice Chair of the Committee.

Councillor Mullineaux (Leader of the Council) indicated that the proposals set out in the report with regard to the Chairmanship of the Central Neighbourhood Forum would be deferred for consideration at a future Council meeting.

It was moved by Councillor Peter Mullineaux and seconded by Councillor Colin Clark:

That with the exception of the Central Neighbourhood Forum, the proposed changes to the membership of Committees as set out in the report be approved.

RESOLVED (For: 44, Against: 0, Abstention: 0):

That the following changes to the membership of Committees be approved:

Appeals Committee

Councillor Paul Wharton (South Ribble Independents) to replace Councillor Barrie Yates (Conservative) as a Member of the Committee

Standards Committee

Councillor John Rainsbury (Conservative) to replace Councillor David Bird (Conservative) as a Member of the Committee

Councillor Linda Woollard (Conservative) to replace Councillor David Bird (Conservative) as the Chair of the Committee and Councillor Carol Chisholm to replace Councillor Linda Woollard as the Vice Chair of the Committee

Councillor Yates (Conservative) to replace Councillor Michael Higgins (Labour) as a Member of the Committee

General Licensing Committee

Councillor Claire Hamilton (South Ribble Independents) to take the place previously held by Councillor Paul Wharton

Licensing Act 2003 Committee

Councillor Claire Hamilton (South Ribble Independents) to take the place previously held by Councillor Paul Wharton

62 Questions to the Leader of the Council

(a) Written question submitted by Councillor Ken Jones:

“Having previously raised this matter informally with the Chief Executive in the past to no avail, I now have no alternative but to raise it formally.

This Council has an appointed representative on Lancashire Teaching Hospitals Governing Council, which runs Royal Preston and Chorley & South Ribble Hospitals. No representative of this Council has attended any meeting of the hospital Governing Council in this calendar year of 2017. At a meeting of the Governing Council held on 31st October 2017 this record of non-attendance was raised publicly, with the non-attendee being named.

Does the Leader agree with me that this negligent record shames this Council and disrespects our residents at a time of enormous pressure on our health services? What steps is he taking to ensure this disgraceful record of non-attendance is rectified?”

Councillor Peter Mullineaux (Leader of the Council) thanked Councillor Ken Jones for submitting a written question in advance of the meeting. He indicated that following the appointment of Councillor Jacqui Mort as the Council’s representative on the Lancashire Teaching Hospitals NHS Foundation Trust Governing Council, she had to undertake an extensive induction and training programme which took some time. Councillor Jacqui Mort had now successfully completed her induction and was eligible to become a member of the Governing Council in September 2017. Unfortunately Councillor Jacqui Mort was away on a longstanding and planned holiday and therefore was unable to attend her first meeting of the Governing Council.

The Leader of the Council apologised for the time it had taken which was out of the Council’s control however he was aware that the Hospital’s Trust had now arranged meeting dates for next year with Governing Council members and he assured the Council that Councillor Jacqui Mort would do her very best to attend the meetings as health and wellbeing was very important to this Council.

(b) Question submitted by Councillor Paul Wharton in respect of recent reports regarding the Council’s Statutory Section 151 Financial Officer.

The Leader of the Council responded that any issues regarding staff at this Council was confidential and it was inappropriate to discuss this at this meeting.

63 Questions to Members of the Cabinet

Corporate Support & Assets

No questions were asked.

Finance

No questions were asked.

Neighbourhoods & Street Scene

(a) Question submitted by Councillor Harry Hancock in respect of Public Space Protection Orders (PSPO) at Banktop Play area.

Councillor Graham Walton (Cabinet Member) responded that although this was not covered in the recent review of the PSPO, he was aware of the situation and it was envisaged that a full consultation would take place with residents.

(b) Question submitted by Councillor Paul Wharton in respect of the recent Scrutiny Committee meeting held on 6 November 2017.

The Cabinet Member assured the Council that he would read and proof-read his portfolio reports prior to publication.

Public Health, Safety & Wellbeing

(a) Question submitted by Councillor Ken Jones in respect of the date of the Order for the Air Quality Management Area in Leyland (Turpin Green Lane/ Golden Hill Lane).

Councillor Peter Mullineaux, the Leader of the Council (in the absence of the Cabinet Member) responded that he could not confirm the exact date, however he was aware this matter would be considered at the Cabinet meeting on 6 December 2017.

(b) Question put by a member of the public in respect of a report by the Health and Wellbeing Board on health and safety of patients, the North West Ambulance constraints and fast tracking of triage in transferring patients.

The Leader of the Council (in the absence of the Cabinet Member) responded that he/the Cabinet Member would not be able to provide a response to lengthy questions at the meeting. The Leader urged the member of the public to put any detailed questions in writing in future to allow the Council the opportunity to provide a comprehensive response to the questions raised.

Regeneration & Leisure

No questions were asked.

Strategic Planning & Housing

No questions were asked.

64 Questions to Chairmen of Committees and My Neighbourhood Areas

Chair of Governance Committee

Question submitted by Councillor Michael Green to the Chair of the Governance Committee in respect of the Council's Constitution on the priority order of council business on the agenda for this meeting.

Councillor Alan Ogilvie (Chair of the Governance Committee) indicated that he had

noted this and the Governance Committee had been reviewing the Constitution and would continue to review this. This would almost be certainly be taken into account at the next working group of the Committee.

65 Questions to Member Champions and Representatives on Outside Bodies

No questions were asked.

66 Exclusion of Press and Public

A discussion ensued on whether the following item was exempt as the Council should be as open and transparent as possible. It was reported that this item was exempt as the information related to the financial or business affairs of any particular person (including the authority holding that information).

RESOLVED (For: 38, Against: 2, Abstention: 3):

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.

67 Changes to Council's Management Structure

Further to Minute No. 46 of the Council meeting held on 22 September 2017, the Council considered a further report of the Chief Executive which provided details of the proposals for changes to be made to the Council's Management Structure, including the expansion of shared services with Chorley Borough Council.

As a consequence of the resolution of Council in September 2017, several further joint party working groups and learning sessions had taken place. Members had requested clarity around costs and risk, and in particular the proposals for shared statutory officers with Chorley. Information had subsequently been provided to Members to clarify risk and with regard to the Shared service agenda, and they had been made aware of the work carried out by the Local Government Association on similar proposals. As a result of the consultation, a new organisational leadership model had been developed for the Council to consider within the report.

The report set out in detail the financial implications of the new structure and projected savings as a result of jointly appointing a number of shared directors with Chorley Council. This included the sharing of both the Council's Section 151 Finance Officer and Monitoring Officer and formation of a Joint Member Panel which would recruit to joint posts at a senior level. The posts at tiers 3 and 4 would be appointed jointly by the Chief Executives at Chorley Council and this Council.

It was moved by Councillor Peter Mullineaux and seconded by Councillor Colin Clark:

That the recommendations set out in the report be approved.

During the debate, some Members of the Council indicated that although they still had some reservations about the proposals in the report, more clarity had been made on the general points of concern and they now felt reassured that the proposals should be moved forward to meet the current needs of this Council. The Leader of the Council was happy that an annual review be undertaken to ensure that the structure continued to be fit for purpose.

RESOLVED (For: 43, Against: 0, Abstention: 2):

That:

- 1) approval be given to the implementation of the proposed new management structure shown in paragraph 7.3 of the report and the amendment of the Council's Pay Policy 2017/18 to reflect the proposals in paragraph 8.2 of the report;
- 2) the ambition to create a culture of continual improvement, growth and opportunity providing an environment where staff feel supported and proud to work be endorsed;
- 3) the Council continue to work to develop a close working relationship with Chorley Borough Council with the ultimate aim and joint ambition to develop full shared services serving two independent and sovereign councils;
- 4) approval be given to the creation of the following Senior Shared Services Officer posts:
 - Deputy Chief Executive Officer (Resources and Transformation)
 - Director of Legal and Democratic Services
 - Assistant Director of Legal Services
 - Director of Finance and Assurance Services
 - Assistant Director of Finance and Assurance Services
 - Director of Policy, HR and Communications
- 5) the new post of Director of Finance and Assurance Services (Shared Services) be designated as the Council's Statutory Finance Officer, in accordance with Section 151 of the Local Government Act 1972;
- 6) the new post of the Director of Legal and Democratic Services (Shared Services) be designated as the Council's Statutory Monitoring officer, in accordance with Section 5 of the Local Government and Housing Act 1989;
- 7) Officers be requested to bring back a further paper to Council, which will set out detailed proposals for amended policies and procedures required to effectively implement the Shared Service programme and bring forward a revised Shared Service Agreement for further consideration;
- 8) approval be given to the appointments process for shared posts set out in the Shared Service Joint Committee Report (set out in Appendix 1 to the report). For Shared Chief Officers (Tier 2 and Statutory Officer posts) this would involve a Joint Member Panel been drawn equally from both Councils (Leader, Deputy Leader and Leader of the Opposition) and this process will run parallel to the points referred to in resolution 7 above.

- 9) the Chief Executive be granted delegated authority to implement the Council's approved Redundancy Policy in accordance with the guidelines within the policy; and
- 10) substitute members be permitted to attend the Shared Services Joint Committee (one named substitute Member to be appointed, for each political group, at each Council).

Chair

Date



MINUTES OF SCRUTINY COMMITTEE

MEETING DATE **Monday, 27 November 2017**

MEMBERS PRESENT: Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-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 and Cabinet Member for Corporate Support and Assets)

OFFICERS: Darren Cranshaw (Scrutiny & Performance Manager) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Clifford Hughes MBE (Cabinet Member for Strategic Planning and Housing), Councillor Paul Wharton, Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Denise Johnson (Director of Development, Enterprise and Communities) and Heather McManus (Chief Executive)

PUBLIC: 0

25 Apologies for Absence

Apologies for absence were received from Councillors Chisholm and Watkinson. Councillor Michael Green also took this opportunity to apologise that he would have to leave the meeting early for another engagement.

26 Declarations of Interest

There were no declarations of interest.

27 Minutes of Previous Meetings

RESOLVED:

That the minutes of the Scrutiny Committee meetings held on 30 August 2017, 6 September 2017 and 6 November 2017 be confirmed as a correct record.

28 Corporate Performance Report at the end of Quarter 2 (30 September 2017)

The Committee considered the report of the Interim Corporate Improvement Manager which provided an overview of performance against the Council's Corporate Plan 2017/18 at the end of the half year point of 30 September 2017 and details of the corporate risks and controls in place to mitigate risks in the Corporate Risk Register.

The report set out the details of the 34 performance indicators and 27 corporate plan activities and a commentary on the performance made against each indicator and activity.

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

- the new approach/style of the report and that the language/terminology used be appropriate for intended audience/readers
- performance indicators and targets - questions around how they were chosen, measurable, stretching enough and possible new ones
- complaints to the Local Government Ombudsman - had seen a national increase and the Council had learned lessons from the cases
- time taken to answer phone calls in Gateway – longer time/more explanation being given to callers to inform and reduce need to call again
- property and investment performance – it was acknowledged that it was disappointing and had not achieved the forecasted level of return on investment and confirmation of occupancy information at the Momentum Business Park. An assurance was sought of skills/capacity/expertise of staff and, the report of Cushman and Wakefield used as part of proposed property investment strategy going forward and options being looked at were requested
- resident 'participation' in the neighbourhood plans/projects – this had never been measured just by attendance at meetings alone and as social media was a major one of the measures clarification be provided on this
- risk strategy, risk management and risk register – clarity was sought on how it worked, compiled, ratings calculated (likeliness/impact), and appropriate language for intended audience
- proposed frequency of staff feedback temperature checks was questioned in view of the results of the recent staff survey and if other methods were in hand information be provided

RESOLVED:

(1) That subject to the comments in resolution (2) below the

- (a) performance at the end of Quarter 2, as set out in Appendix 1 of the report be noted;
- (b) corporate risks and controls in place to mitigate risks identified in the Corporate Risk Register, as set out in Appendix 2 of the report be noted; and
- (c) arrangements in place to report performance to the Cabinet, Scrutiny Committee and Council as detailed in paragraph 4 of the report be noted.

(2) That the Committee expresses the following comments, that

- (a) the new approach be welcomed but with emphasis on the use of plain English terminology;
- (b) the Committee looked forward to more rigorous and ambitious performance indicators/targets being introduced and being part of that process;
- (c) the report by Cushman and Wakefield be provided to the Committee with an explanation of how it influenced the Council's current thinking on assets and investment;
- (d) updated occupancy information be provided to the Committee regarding units at Momentum Business Park;

- (e) better clarification be provided on the term residents 'participating' in the Council's neighbourhood plan/projects;
- (f) a Member Learning Hour be held to give members a better understanding of the Council's Risk Strategy, Risk Management and Risk Register; and
- (g) more thought be given to the frequency of temperature checks relating to staff feedback and information be provided on any other methods being used to measure feedback.

29 Safeguarding - 6 month update

Further to Minute No. 44, of the meeting held on 14 March 2017, the Committee considered the report of the Director of Development, Enterprise and Communities which provided a six monthly update on the safeguarding activities undertaken to the end of September 2017. The report also included details of the Lancashire Safeguarding Board's feedback on the Council's self-assessment of safeguarding activity, completed on 31 March 2017. This was included as Appendix A of the report and the progress made on the Safeguarding and Prevent Action Plan as at 14 October 2017 was set out in Appendix B of the report.

The Committee considered a number of recommendations set out in paragraph 4 of the report for inclusion in the Council's Section 11, Children Act 2004 self-assessment of safeguarding activity, which would need to be submitted to the Lancashire Safeguarding Board in March 2018.

During the discussion, the Committee's comments and matters raised included the following:-

- lack of member take up of the MILO online safeguarding package – this was felt to be confusing and not user friendly and if it didn't meet members' needs there was an offer to look at other methods of training
- aspects of the self-assessment were rated amber – it was felt that Lancashire County Council's criteria/methodology did not take account of the different role/responsibilities of a district council and these had been challenged;
- Adult Safeguarding Strategy – being developed but at the moment working with (and challenging) the County Council and it was not clear if this could stand alone or be combined with that for Children & Young People
- Member Learning Hour – as this was a different aspect of safeguarding and with increasing relevance with an ageing population, there was an offer of a session on adult safeguarding
- Member Champion – in view of the discussion and safeguarding's importance and impact on all aspects of council activity it was suggested there be a Member Champion for Safeguarding.

RESOLVED: That

- (1) the Committee appreciated and noted the actions taken since the reporting of the Section 11 Children Act 2004 self-assessment for 2017 to the Lancashire Safeguarding Board; and
- (2) the Committee:
 - a) recommends re-empathise that ALL Members of the Council need to complete the safeguarding training through the MILO online package;

- b) recommends that in addition to (a) above, based on comments during the meeting other methods of providing safeguarding training for members be explored;
- c) is encouraged that this Council now felt confident to challenge the County Council on the self-assessment ratings;
- d) looks forward to the development of an Adult Safeguarding Strategy
- e) requests a Member Learning Hour be provided on Adult Safeguarding; and
- f) requests that the Cabinet considers creating a Member Champion for Safeguarding.

30 Worden Hall - update

The Committee considered the report of the Director of Neighbourhoods, Environmental Health and Assets which outlined the proposed action to be taken with regard to the review of Worden Hall and its ongoing use. It would involve officers working with industry specialists to identify potential uses / expressions of interest in the hall for a commercial operation to complement the parkland in which it was set.

The report indicated that as the project developed, the impact on the budget position would be fully assessed. The financial implications of any proposals for the future use and arrangements for the hall would be reported to the Cabinet for consideration.

During the discussion the matters/issues raised by the Committee included the following:-

- vision for Worden Hall including activity and proposals – was an important valuable asset which would be developed through engagement of specialists with expertise in this area (with a track record of developing similar properties). The findings would ultimately be reported to Cabinet for a member decision on the way forward
- time taken and consultant's report – it was acknowledged that other issues had previously had been the Council's priority. However, the current investment in the Green House would widen options for use and the Council was moving forward mindful of the findings in the consultant's report. Whilst the Council needed to move proposals/ideas forward there needed to be a robust business case/plan in place
- holding large events in Worden Park – this had been explored with organisations in this field. However the Council would have to cover the financial risk of any event(s) until established/successful and only then would such an organisation be prepared to take it over

RESOLVED:

That whilst noting the report, the Committee:

- (1) expressed concern at the length of time taken so far in providing proposals/schemes to be brought forward for Worden Hall and its Conservatory;
- (2) welcomed the proposed overall vision stating what the council wanted; and
- (3) requested a progress report on Worden Hall to each subsequent meeting of the Committee.

31 Proposals for Banqueting Suite

The Director of Neighbourhoods, Environmental Health and Assets submitted a report outlining proposals for soft marketing testing to be undertaken to consider various opportunities and establish which local enterprises within our community are interested in operating the use of the Banqueting Suite at the Civic Centre, Leyland.

As part of the proposal, officers would prepare a business model setting out how the Council could work with an external provider to run the facilities on a more commercial footing with the potential for income generation being a key driver. The overall budget implications and financial risks would be assessed as part of this exercise and be submitted to the Cabinet in due course for consideration.

During the discussion the matters raised by the Committee included the following:-

- Vision – conscious of the lack of attraction of the facility and an officer group had done a lot of good work in a short time to see how it might be improved to attract bookings/events including widening/attracting interest. There was also building re-configuration in the context of new organisations taking office space in the Civic Centre. It was no longer just the suite area but the whole of the ground floor. A report on ideas/proposals would be considered by Cabinet in due course
- Community Use – this would encourage the building to be used as a hub for various group. However, it was felt the charging policy needed to take account of community/charitable groups and have a reduced booking/usage charge
- Member involvement in the process was confirmed and a report could be brought to this Committee before consideration by Cabinet

RESOLVED: That the Committee

- (1) thanked the officer group for its work and looked forward to seeing proposals for the Banqueting Suite as a priority;
- (2) recommended that serious consideration be given to implementing a reduced charge for bookings by community/charity groups; and
- (3) agreed to set up a task group to look at the work to date and how members can be involved before any proposals are considered by the Cabinet

32 Scrutiny Matters

- a) Verbal update on Lancashire County Council's Health Scrutiny Committee – the Chair reported the recent meeting had focused on winter preparedness. Although there was no representative from the hospitals, the ambulance service was present and explained its plans to address the winter period.
- b) Feedback on the workshop that looked at the Scrutiny Committee's Work Programme – this had been a successful workshop identifying topics for the Committee to look at as part of its work programme. Following the earlier discussion above, the Committee had changed its focus for a task group from Worden Hall to the Banqueting Suite.
- c) Member feedback on meeting(s) and training attended on behalf of the Committee – the Chair and Councillor Titherington had attended a recent meeting of the North West Scrutiny Network.

33 Exclusion of Press and Public

RESOLVED:

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.

34 Land at Wesley Street / Station Road

The Committee considered the report of the Director of Neighbourhoods, Environmental Health and Assets. This provided an update on a number of issues in relation to the purchase of the previous McKenzie Arms site at Wesley Street / Station Road, Bamber Bridge, which had previously been approved by the Council on 18 July 2012.

The Committee saw itself helping the Council learn lessons from past events and for it to reflect on future proposals of a similar nature. To that effect it was suggested a protocol be produced on advice to councillors. It was accepted that officer advice had to be clear and transparent. Negotiations were currently in progress and in due course a report would be prepared for members which would provide clear/transparent information on what the proposal for the site meant to the Council.

RESOLVED: that

- (1) the report be noted;
- (2) the Committee looked forward to the development of a protocol on advice to councillors;
- (3) it be noted that a further report regarding the disposal of the site will be submitted to the Cabinet in due course; and
- (4) the Committee requested a report on the position/progress on this site in 12 months.

Chair

Date



MINUTES OF GOVERNANCE COMMITTEE

MEETING DATE **Wednesday, 29 November 2017**

MEMBERS PRESENT: Councillors Alan Ogilvie (Chair), James Patten (Vice-Chair), Paul Foster and Karen Walton

OFFICERS: Dave Whelan (Legal Services Manager/Monitoring Officer) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Warren Bennett, Councillor Colin Clark (Deputy Leader and Cabinet Member for Corporate Support and Assets), Councillor Michael Green, Jane Blundell (Acting Chief Finance Officer), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Lee Hurst (Principal Systems & Financial Accountant) and Noel O'Neil (Interim Manager) also Simon Hardman (Grant Thornton PLC) and Mark Heap (Grant Thornton PLC)

PUBLIC: 0

32 Apologies for absence

An apology for absence was received from Councillor Margaret Smith.

33 Declarations of Interest

There were no declarations of interest.

34 Minutes of the Last Meeting

In respect of Minute No.21, the Committee was informed that the re-structure of Democratic services had not yet been finalised to ensure it had capacity and was fit for purpose, but would be very shortly. A copy of the proposal was offered to members of the Committee.

Referring to Minute No.24, the Committee was conscious that it had still not received information on the City Deal Resource Review. This review was being conducted by the City Deal Partnership Board and information would be provided to members when available and be included into the Council's MTFS.

RESOLVED:

That the minutes of the meeting of the Committee held on 13 September 2017 be approved as a correct record.

35 External Audit - 2016/17 Annual Audit Letter

The Chair welcomed Mark Heap and Simon Hardman from the Council's External Auditors, Grant Thornton, who presented their Annual Audit Letter for 2016/17.

The audit letter had concluded that the accounts were generally of a good quality and the Finance Team responded as required to queries identified. It had been agreed that some disclosure issues which were identified would be addressed for 2017/18.

As previously advised, the statutory deadlines for approval and publication of the audited accounts had been brought forward for 2017/18 and future years. The accounts would need to be available for audit by 31 May and the audited accounts published by 31 July 2017 (two months earlier than in 2016/17). Officers were working with the external auditors to ensure these deadlines could be achieved and Governance Committee dates were being revised to meet these new requirements (this was an item later on the agenda).

It was confirmed that the certification of grants would be completed by 30 November 2017 and it was unlikely that the fee would be much different to that in the report (£6968). In respect of aspects of the medium term financial planning, this would be part of the forthcoming 2017/18 audit.

RESOLVED (Unanimously):

That the findings in the Annual Audit Letter for 2016/17 (Appendix A to the report), be noted.

36 External Audit - Update Report

The External Auditors presented their progress report and provided a brief summary of emerging issues and developments in the report.

The progress report included information in relation to the following:

- 2016/17 statutory audit
- certification of the 2016/17 Housing benefits final claim
- issue of the auditor's fee letter 2017/18
- accounts audit plan 2017/18
- interim and final accounts audits 2017/18
- value for money conclusion 2017/18
- update on technical and local authority matters

Whilst the External Auditors had not seen the LGA's review of the Council's financial planning and budget, they were keen to as part of their overall work. In respect of the Interim Accounts Audit, the External Auditors confirmed that February 2018 had been suggested and was suitable. The External Auditors confirmed that any changes in the code of practice presented a challenge but there were no radical changes and this was a relatively quiet year. Referring to a Manifesto for a Vibrant Economy and the example of Manchester, the External Auditors posed to the Council a question – what was your natural area – and they indicated that the Council's basket of indicators might look quite different those for Manchester.

RESOLVED (Unanimously):

That the progress report be noted.

37 Budget Management Report as at 30 September 2017

The Committee considered the report of the Acting Chief Financial Officer detailing the Council's overall financial position compared to the financial plan for the second quarter 2017/18 financial year. Attached to the report was the Budget Management Report (Appendix One) and the Council's Capital Expenditure (Appendix Two). There was slippage in the Capital Expenditure and those schemes would be reviewed.

During the discussion the Committee commented on areas which included:

- business rates pooling arrangements - there had been legal advice and an assurance from the Government that whilst Burnley BC had been re-admitted to the scheme this would not negate/adversely affect the current pooling arrangements;
- governance & business transformation – it was accepted that on page 53 of the agenda pack this should read as an 'underspend' in line with the figures on page 52;
- provision for repayment of debt – this was explained as a revenue charge relating to the financing of capital vehicle procurement;
- budget figure (change) – whilst the report indicated that the budget had changed the overall figure had not, there had been a change in the way City Deal monies were shown in the budget;
- council tax profile – this figure was currently zero as Council tax income was only transferred to the revenue account at year end;
- severance payments – it was confirmed that these had not been included in the budget;
- pest control fees – the income figure was in line with the half year estimate; and
- interest on investments – the Council was constrained on the level of investments by its Treasury Management Strategy which was due to be refreshed

RESOLVED (Unanimously):

That the Budget Management Report as at 30 September 2017 be noted.

38 Closure of Annual Accounts 2017/18 Timetable

The Committee considered the report of the Interim Corporate Governance Manager informing them that the deadline for the closure of accounts for 2017/18 would be the end of May in 2018 and for subsequent years. This had previously been the end of June. This was to comply with new statutory accountancy requirements providing clarity on the finance position of all the local authorities.

This change needed to be reflected in the Council's Committee Timetable for 2018/19 with the Statement of Accounts needing to be considered earlier in the year.

Hence it was proposed that the committee would meet on 24 May 2018 and then 26 July 2018 to consider the Closure of the Annual Accounts for 2017/18.

Assurances were sought and given that both External Audit and the Council's Shared Financial Services Team had plans in place and would closely liaise and share information to ensure that this new deadline would be met. It was suggested that at its next meeting in January, the Committee receive a presentation on how this was proposed to be achieved including relevant resourcing plans.

It was also noted that in the proposed timetable for 2018/19 there were no meetings of the Committee scheduled between July and November 2018. This was felt to be a large gap and an additional meeting might be required.

RESOLVED (Unanimously):

That:

- (1) the need for meetings of the Governance Committee to be held on 24 May 2018 and 26 July 2018 to meet the deadlines for the Closure of the Annual Accounts 2017/18 be noted;
- (2) the Committee receive a presentation of plans by the External Audit and the Council's Shared Financial Services Team about how they would meet the new earlier deadline for the Closure of the Annual Accounts; and
- (3) consideration be given to scheduling an additional meeting of the Committee between July and November 2018.

39 Investment Property Strategy

The Chair brought consideration of this agenda item forward to enable the External Auditors to be in attendance during the discussion and contribute if felt appropriate.

Further to Minute No. 27 of the meeting held on 13 September 2017, the Committee considered the report of the Director of Neighbourhoods, Environmental Health and Assets which provided details of the draft Investment Property Strategy and the proposed governance arrangements, the use of commercial experts and their procurement.

The strategy document was appended to the report and set out the context for investment in commercial property and identified a range of criteria to be considered for each investment along with the due diligence and governance arrangements to be followed.

The Council had previously identified investment in property and assets as a source of income to support the delivery of the Medium Term Financial Strategy. An income target of £300,000 had been established and a Borough Investment Fund of £3.824m was created to fund this investment initially. Additional funding could be identified if other investment opportunities arose.

The Committee was asked to agree and recommend the strategy along with associated governance arrangements to Cabinet.

It was explained and confirmed that a decision on the strategy was a matter for the Cabinet and not full Council. Whilst members had previously been provided with a

flow chart on the decision making roles of Cabinet and Council it was felt that not all members might have appreciated the significance and it was requested that some explanatory text be included and circulated to members. This was accepted.

The Committee went through both the report and strategy document in detail. During consideration the discussion included comments from the Committee on the following areas

- rates of return on investment – the anticipated return was influenced by the type of tenant/length of tenancy (usually the higher the risk, the higher the rate of return);
- procurement of expert/professional services – the process to be followed and whether local agents were to be considered and advised the Council was going through the Crown Commercial Services; Framework. This included an explanation of the period of commission and threshold level of future acquisitions;
- existing assets – this was a wider approach and these would be reviewed, looking at retention, investment or disposal. Going forward assets would link into the Council's Vision and Corporate Plan around growth;
- it was confirmed that this strategy was separate to any shared service arrangements with Chorley BC;
- due diligence – if the process regarding an item was finalised after a meeting of the Cabinet, a special meeting of the Cabinet would be convened and any decision would be subject to Call-in;
- it was confirmed that the Chief Executive was the Corporate Property Officer;
- approval of any additional amount to invest outside the Budgetary Framework or for additional borrowing would be subject to confirmation by full Council;
- it was accepted that investment in property by the Council should take factors into account such as economic growth and social benefit, although the Council was looking at investment opportunities that would provide a financial return to support its non-essential services;
- risk – the process would see assets regularly re-evaluated and probably reported quarterly in line with existing budgetary processes and it was confirmed that the impact of a significant reduction in value of assets would only be on the balance sheet. The External Auditor commented that they would look at that as part of their Value for Money conclusion. The development of schemes and their governance arrangements would be part of their assessment work;
- the committee was informed that it was desirable overall for the Council to have a more balanced property type portfolio; and
- formal measurement of return – this had stopped following changes nationally, however, this could be re-introduced as part of the Transparency Agenda

In respect of the Council's Investment Property Strategy document itself, the Committee suggested a few amendments to wording to reflect comments by the Committee. In Section 4 (Strategy for existing commercial portfolio), the spread of properties in the portfolio should include retail but not use the word 'predominantly'. Also the rationale for retaining lower yield assets be expanded to include meeting aims of the Council. In Section 6(e) (Investment Property Criteria - length of lease unexpired) following a query regarding WAULT (weighted average unexpired lease

term), the Council's target WAULT of 6-8 years be included. Similarly following an enquiry Section 6(h) (management issues) be expanded to be more specific around minimising recurring management costs with more emphasis on tenant responsibilities.

In respect of Appendix A (the Council's pro forma) this has been drafted to capture core information for due diligence about a potential property investment. A more detailed report would then be presented for consideration by the Cabinet. It was suggested that this include reference to the investment's level of risk (low/medium or high) and to how it sat with the Council's strategy and its impact on the overall property portfolio. This was accepted. Similarly it was suggested and accepted that the Yield also be shown as a Net % in addition to a Gross %.

RESOLVED (Unanimously):

That subject to the suggested amendments above being incorporated in to the Council's Investment Property Strategy, the:

- (1) Investment Property Strategy and the governance arrangements outlined within the report be approved; and
- (2) Cabinet be recommended to adopt the Investment Property Strategy and the appointment of the external Property Investment expertise at the end of the procurement process.

Chair

Date



MINUTES OF CABINET

MEETING DATE **Wednesday, 6 December 2017**

MEMBERS PRESENT: Councillors Peter Mullineaux (Chair), Colin Clark (Vice-Chair), Cliff Hughes, Jacqui Mort, Susan Snape and Graham Walton

OFFICERS: Heather McManus (Chief Executive), Mark Gaffney (Director of Neighbourhoods, Environmental Health and Assets), Denise Johnson (Director of Development, Enterprise and Communities), Joanne Platt (Interim Corporate Improvement Manager), Caroline Elwood (Interim Corporate Governance Manager), Dave Whelan (Legal Services Manager/Monitoring Officer) and Dave Lee (Democratic Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Jane Bell, Councillor Warren Bennett, Councillor Malcolm Donoghue, Councillor William Evans, Councillor Derek Forrest, Councillor Paul Foster (Leader of the Opposition), Councillor Mary Green, Councillor Michael Green, Councillor Jon Hesketh, Councillor Susan Jones JP, Councillor Caroline Moon, Councillor Alan Ogilvie, Councillor Matthew Tomlinson, Councillor Paul Wharton, Roger Ashcroft (Waste & Transport & Neighbourhoods Manager), Natalie Banks (Senior Public Relations Officer), Howerd Booth (Community Works Manager), Peter Haywood (Revenues Manager), Mark Hodges (Partnership Development Manager), Keith Molloy (Enterprise Manager) and Andrew Richardson (Parks & Neighbourhoods Manager)

PUBLIC: 28

47 Apologies for Absence

An apology for absence was submitted from Councillor Phil Smith (Cabinet Member for Regeneration and Leisure).

48 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the meeting held on 25 October 2017 be approved as a correct record.

49 Declarations of Interest

There were no declarations of interest.

50 Corporate Performance Report at the end of Quarter 2 (30 September 2017)

The Cabinet considered the report of the Interim Corporate Improvement Manager which provided an overview of performance against the Council's Corporate Plan for 2017-18 at the half-year point of 30 September 2017 and details of the corporate risks and controls in place to mitigate risks in the Corporate Risk Register.

The report set out the details of the 34 performance indicators and 27 corporate plan activities and a commentary on the performance made against each indicator and activity.

During the debate, the Cabinet welcomed the new format style of reporting and noted that there would be a Learning Hour scheduled for all members in January 2018 on Risk Management with the inclusion of the demonstration of the GRACE Risk Management system.

Decision Made (Unanimously):

That the:

1. performance at the end of Quarter 2 as shown at Appendix 1 to the report be noted;
2. corporate risks and the controls in place to mitigate risks as identified in the Corporate Risk Register as shown at Appendix 2 to the report be noted; and
3. arrangements in place to report performance to Cabinet, Scrutiny and Full Council as detailed in paragraph 4 in the report be noted.

Reasons for Decision:

The Corporate Plan for 2017-18 contained a number of outcomes and activities for delivery in 2017-18. This provided an update at the end of Quarter 2 for members' consideration.

Alternative Options Considered and Rejected:

Not applicable.

51 Review of Fees and Charges

The Cabinet considered the report of the Acting Chief Finance Officer/Director of Neighbourhoods, Environmental Health and Assets which provided details of the review of fees and charges pricing policies across the Council to generate additional income.

At the commencement of the meeting certain matters in the recommendations in the report submitted were clarified:

Recommendation 1: Land Charges fees should be included as an exception.

Recommendation 6: Cabinet recalled that at its last meeting the Penalty Notice Charges in respect of PSPOs was set – hence in this report the information was just for noting.

Recommendations 4, 5 and 7: The implementation dates for these recommendations should be between January and the end of March 2018.

The Cabinet also noted that there were a couple of minor typographical errors in Appendix 2a to the report.

During the debate, the Cabinet acknowledged that residents had been greatly affected by the ongoing parking problems on the Worden estate but the view was that most of these problems related to Runshaw College which was out of the Council's control. At present there were no parking charges on Worden Park and the Cabinet felt that the introduction of parking charges would manage parking better which would help to alleviate the current parking problems that occur on Worden estate. This would be implemented on a trial basis and the situation would be monitored closely for 6/12 months.

Although there were concerns over the associated parking enforcement prior to charges being introduced, the Cabinet reassured Ward Members and residents that robust enforcement would be carried out during week days when the restrictions applied. To cover weekends and holiday periods with the parking restrictions a new Order would have to be made and therefore there would need to be sufficient evidence/views from residents to proceed with this. The Council would therefore work proactively with the County Council to gather this information.

The Cabinet noted that there was not a massive response to the consultation from users at the Railway car park and therefore felt that the new tariffs were relatively low in comparison with other authorities.

Decision Made (Unanimously):

That the Council be recommended to approve the following:

1. An increase of 2.5% be applied to all fees and charges with the exception of Licensing, Car Parking, Building Control fees, PSPO Fixed Penalty Notices, Pre-Planning Advice charges and Land Charges fees with effect from 1st April 2018 as set out in Appendix 1 to the report;
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2 to the report) with effect from 1st April 2018;
3. The pricing structure for existing Pay and Display Car Parking Charges be revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as set out in Appendix 3 to the report) be deferred to 1st April 2018;
4. The Car Parking Charges at Leyland Railway Station be increased to £1.50 a day and to £6.00 per week (as set out in Appendix 3 to the report) with an implementation date of between January and the end of March 2018;

5. The new charging policy for Building Control fees as set out in Appendix 4b is adopted with an implementation date of between January and the end of March 2018;
6. It be noted that Penalty Notice Charges in respect of PSPOs are set at £100.00; and
7. The charging policy for Pre-Planning Advice (as set out on page 6 in the report) is adopted with an implementation date of between January and the end of March 2018.

Reasons for Decision:

The report had collated all fees and charges whereby the Council had discretion to set the amount charged in order for a holistic and standard price increase policy to be implemented.

Alternative Options Considered and Rejected:

An alternative option was the 'as is' approach whereby the review of fees and charges was undertaken periodically by the relevant budget holders to varied timescales and determined within the decision making processes within a devolved budget management regime.

52 Council Tax Support Scheme 2018-19

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of a Council Tax Support Scheme for 2018/19.

During the debate, the Cabinet noted the comments, reasons and suggestions made at the meeting to remove the scheme since it was introduced in 2012 but the view was that there were no proposals for this to change this year. A review would take place to look at alternative options for 2019/20 and if this was approved consultation would be undertaken next year which would allow the Council the time to facilitate the implementation of any revised scheme.

Decision Made (Unanimously):

That:

1. delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary updates to this Council's Council Tax Support Scheme to comply with any prescribed requirements that may be issued by central government. This may be by the making of specific regulations, or by amendment to the Local Government Finance Acts of 1992 and 2012;
2. delegated authority be granted to the Revenues+ Manager in consultation with the Cabinet Member for Corporate Support and Assets to make all necessary amendments to the Council's scheme to uprate the allowances and premiums in accordance with the revised Housing Benefit Circular when

it is issued by the DWP. This process is a requirement of the prescribed elements of the scheme;

3. the updated scheme be published in accordance with the Local Government Finance Act 2012; and
4. the level of the deduction to be applied to Working Age recipients of Council Tax Support from 1st April 2018 be finalised and agreed in accordance with South Ribble's scheme and as part of the Council's Budget and Council Tax Setting at the Council Meeting on the 28th February 2018. This figure will continue to be within the range (between £3.00 and £5.00 per week) which was consulted upon during the introduction and implementation of the council's scheme in 2012.

Reasons for Decision:

The Local Government Finance Act 2012 required Local Authorities to approve their Local Council Tax Support (LCTS) Scheme on an annual basis by the 31st January for the following financial year.

The scheme contained allowances and premiums upon which the Prescribed Council Tax Support Scheme relies. Where possible, South Ribble's scheme mirrors the provisions of the government's prescribed scheme for pensioners.

Alternative Options Considered and Rejected:

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

53 Eastern Neighbourhood Forum Projects - Samlesbury Play Area

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of the transfer of land on a long term lease to Samlesbury Parish Council, for the purposes of creating a village play area.

During the debate, the Cabinet gave assurances that the maintenance of the play area would be the responsibility of the Parish Council and that there would be appropriate provisions/agreement in place in for any long term lease granted.

Decision Made (Unanimously):

That:

1. subject to external funding being secured by Samlesbury Parish Council, the transfer of SRBC land at Nabs Head Lane to Samlesbury Parish Council, by way of a 25 year lease including a ten year break clause be agreed; and
2. subject to the approval by the Eastern My Neighbourhood Forum, match funding contribution of £11,200 from SRBC, comprising of £1,200 revenue funds for statutory notices and £10,000 capital monies be made.

Reasons for Decision:

There had been a longstanding community demand for a play area at Samlesbury. This had been on the Eastern My Neighbourhood plan for over a year and there have been several requests from the community prior to this.

Alternative Options Considered and Rejected:

There was an option to do nothing and leave the area without play provision. The option of SRBC procuring and installing a playground of a similar specification would cost more. The Parish Council was utilising local community contacts to drive costs down. The Parish was using a local play equipment contractor based in their Parish to acquire the equipment at non-market rates; whereas SRBC would have to follow procurement rules. In addition to higher build costs with this option, SRBC would also be liable for the ongoing maintenance and revenue costs. This option had therefore been deemed not viable.

54 Eastern Neighbourhood Forum Projects - Walton le Dale Community Centre Car Park

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided details of proposed spend on a 2017/18 capital program scheme to improve the private access road, hard standing and car parking arrangements at Walton-le-Dale Recreation ground (W-L-D Rec) and community centre.

During the debate, the Cabinet felt that as this had been on the Eastern My Neighbourhood plan for over 2 years and there had been several requests made by the community previously, the recreation ground and the car parking improvements were something that was needed in that area. The local Walton le Dale Recreation Society had raised a lot of money in the past for its new Community Centre and that this would be very welcomed as far as local people was concerned in that area.

Decision Made (Unanimously):

That:

1. the design and outline program of works, including procurement and supervision of construction by council officers be agreed; and
2. a S106 capital spend of up to £75,000 on construction works as specified in the 2017/18 capital works program be agreed.

Reasons for Decision:

There had been a longstanding community demand for improvements to parking provisions at the recreation ground.

Alternative Options Considered and Rejected:

Throughout the design process the Council considered all available options within its value engineered approach, adjusting the specification where necessary to achieve best value for money possible. No other parking options were identified locally, the

site was accessed from a busy residential road which often sees overspill from recreation ground events.

55 Review of South Ribble Housing Framework

It was reported that the Appendix to the report (Reviewed South Ribble Housing Framework 2017-19) had not been included in the papers circulated for this meeting.

Decision Made (Unanimously):

That consideration of this matter be deferred until the next scheduled meeting of Cabinet on 25 January 2018 as the Appendix to the report (Reviewed South Ribble Housing Framework 2017-19) had not been included in the papers for this meeting.

56 Proposal for a Borough Wide Leisure Health and Wellbeing Campus Approach

The Cabinet considered the report of the Director of Development, Enterprise and Communities which provided an update on the work of the Member Cross Party Working Group on the campus concept and how it might work in South Ribble.

The Business Transformation Manager undertook a short presentation on the proposal for a borough wide Leisure, Health and Wellbeing Campus Approach in the borough.

The Chair thanked the Business Transformation Manager for the informative and useful presentation.

During the debate, the Cabinet welcomed the positive views expressed at the meeting over the proposed outline of the general concept of campuses and noted the additional comments made, some of these being –

- Linking up cycleways/footpaths
- Wider sports provision
- Expectations within the community
- Consultation
- Planning issues (noise/light pollution etc)
- Opportunity to address homelessness issues
- Green links in Leyland to include East to West (ie Paradise Park, Test Track, extended to Western Parishes etc)
- More provisions of housing for older people
- Securing funding of partners
- Put some work in other areas across the borough
- Health provisions, wellbeing and prevention across the borough
- Review of the Local Plan
- Heatherleigh

The Cabinet emphasised that this Council had no intentions of closing leisure centres in the borough. Discussions were ongoing with the Homes and Communities Agency (HCA) regarding the site relating to Heatherleigh which was made available because of provisions in a section 106 agreement. Those discussions were positive

at present and if this principle was approved it would allow officers to look into that model.

Decision Made (Unanimously):

That:

1. the report be received and the principles be agreed; and
2. a further report detailing the investment programme and the financial impacts be brought to the next Cabinet meeting.

Reasons for Decision:

At its meeting on 27 July 2017, the Cabinet received a paper outlining the Campus Concept. The paper outlined that the proposal for Leisure, Health and Wellbeing Campuses would be a focus for local service provision. It aimed to bring together a number of key work programmes including Central Park phased development, open space and pitch reviews, land and property reviews and leisure centre provision.

Alternative Options Considered and Rejected:

Other options were considered included doing nothing with existing facilities or maintaining current facilities. Both were dismissed, either as unsuitable or unsustainable. The Working Group constituted to look at the Campus Concept and its potential in South Ribble and agreed to make better use of what we currently have and not consider closure, but rather replacement of facilities where it was needed.

57 Investment Property Strategy

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which provided details of the Investment Property Strategy and associated governance processes.

During the debate, the Cabinet raised the following issues:

- The new Property Investment Strategy was to address some of the issues raised by members in the first strategy that was put forward earlier in the year.
- This strategy was far more robust, comprehensive and detailed and it takes into consideration transparency and due diligence to enable viable investment opportunities to be pursued and implemented.
- The Cabinet was pleased to note that this report had been approved by the Governance Committee at its meeting on 29 November 2017 subject to some suggested comments from the Committee which had been incorporated in the strategy.

Decision Made: (Unanimously):

That subject to the comments made by Governance Committee at its meeting on 29 November 2017 the:

1. Investment Property Strategy and the Governance arrangements outlined within the report be agreed; and
2. the adoption of the Investment Property Strategy and the appointment of the external Property Investment expertise at the end of the procurement process be approved.

Reasons for Decision:

The Council had identified investment in property and assets as a source of income to support the delivery of the MTFS (Medium Term Financial Strategy). An income target of £300,000 had been established and a Borough Investment Fund of £3.824m had been created to fund this investment initially.

Alternative Options Considered and Rejected:

Not specified in the report.

58 Air Quality Management Areas

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which identified that air quality levels along Turpin Green Lane and Golden Hill Lane were exceeding or very close to exceeding the national objective level.

During the debate, the Cabinet noted that although the levels of Air Quality Management Areas (AQMA) were checked but the view was that these would need to be monitored on a regular basis within the action plan. It was important to working closely with the County Council in respect of traffic management in an endeavour to come up with solutions to alleviate the problems.

Decision Made (Unanimously):

That the:

1. proposed extent of the new Air Quality Management Area (AQMA), as detailed in Appendix A to the report, be agreed;
2. new Air Quality Management Area (AQMA), as detailed in Appendix A to the report, be formally declared to DEFRA; and
3. development of a revised Action Plan for Air Quality be delegated to the Director of Neighbourhoods, Environmental Health and Assets.

Reasons for Decision:

The Council had a statutory duty to monitor and report on air quality within the borough. Where the objective levels for certain pollutants were exceeded the Council

had a duty to declare an Air Quality Management Area (AQMA), and then produce an Action Plan with the aid of partners (County Council, Public Health professionals etc.) to undertake measures to try and improve the air quality in the area to below national objective values (40µg/m³ for Nitrogen Dioxide).

Alternative Options Considered and Rejected:

Other options were considered, however the proposed AQMA was considered the most appropriate as it covered the main transport routes through the town which had been identified as exceeding the national objective value, and was considered suitable and appropriate given the current available information.

59 Public Space Protection Orders

The Cabinet considered the report of the Director of Neighbourhoods, Environmental Health and Assets which provided details of the recommendations from the Scrutiny Committee's call-in meeting held on 6 November 2017.

During the debate, the Cabinet clarified that after the Scrutiny Committee call-in, the earlier decision to implement a Public Space Protection Order (PSPO) to limit the number of dogs under one person's control had been suspended and no limit had been imposed. More robust consultation exercises would be undertaken, including extended timescales and involvement of all stakeholders prior to considering further whether to introduce such a PSPO.

Decision Made (Unanimously):

That the following recommendations from the Scrutiny Committee call-in relating to Cabinet's earlier decision to introduce a Public Space Protection Order (PSPO) limiting the number of dogs under one person's control be accepted, namely:

- More robust consultation exercises be undertaken, including extended timescales and involvement of all stakeholders prior to considering further whether to introduce such a PSPO
- Statutory Officer and Director's advice is sought before tabling recommendations at meetings
- Greater evidence based/documented decision-making should take place
- The rationale to be provided for any changes to recommendations

Reasons for Decision:

At its meeting on 25 October 2017, Cabinet agreed to implement a public space protection order to limit the number of dogs under a person's control to four. The decision was then called in by the Scrutiny Committee. A Scrutiny Committee meeting was held on 6 November 2017, which considered the decision taken by Cabinet. Recommendations were made by the Scrutiny Committee.

Alternative Options Considered and Rejected:

Each Scrutiny Committee recommendation had been carefully considered.

60 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.

61 Vehicle Procurement (Part II)

The Cabinet considered the report of the Neighbourhoods, Environmental Health and Assets which provided details of requests to commit capital expenditure and accept the most economically advantageous tenders for the procurement of the vehicles.

During the debate, the Cabinet raised the following issues:

- The tendering process had been undertaken using Purchasing Organisation Framework Agreements and the tenders had been evaluated in line with the Most Economical Advantageous Tender (MEAT).
- The 12 Neighbourhood vehicles being replaced were owned by the Council and were up to 13 years old and if the vehicles were not to be replaced the current fleet would become unreliable and uneconomical to maintain.
- The Council was looking at how it move forwards and continuous testing and demonstrations had been undertaken for the different vehicle options. At present there were still a lot of product development of specialist waste disposal vehicles in the market.

Decision Made (Unanimously):

That:

1. the tender for Vehicle Specification 1-3 (7 No. Chassis Cab Tippers) be awarded to Tenderer No. 1;
2. the tender for Vehicle Specification 4 (2 No. Plant & Equipment Transporters) be awarded to Tenderer No.1;
3. the tender for Vehicle Specification 5 & 6 (2 Medium Wheel Based Vans) be awarded to Tenderer No. 3;
4. the tender for Vehicle Specification 7 (4x4 Arborist Team Vehicle) be awarded to Tenderer No.1;
5. the tender for the 16T Refuse Vehicle be awarded to Tenderer No. 2;
6. the tender for the 26T Refuse Vehicle be awarded to Tenderer No. 1; and

7. approval be given to the capital expenditure of £523,991, in compliance with Financial Regulations.

Reasons for Decision:

Following consultation with our operatives, waste partner and consideration of demonstration vehicles the Council had invited companies to tender for our replacement vehicle requirements. Following receipt of tenders and evaluation of the bids recommendations could now be made to accept the tenders from the highest scoring bidders.

Alternative Options Considered and Rejected:

Contract hire was considered, however the 12 Neighbourhood vehicles being replaced are owned by the Council and were up to 13 years old. Ownership of the vehicles had enabled the replacement of some of the vehicles to be deferred where they were considered to be in good working order through regular maintenance and the close monitoring of running costs. This would not have been possible if the vehicles had been contract hired opposed to purchased. Demonstrations had been carried out for the different vehicle options.

Chair

Date

MINUTES OF STANDARDS COMMITTEE

MEETING DATE Thursday, 7 December 2017

MEMBERS PRESENT: Councillors Linda Woollard (Chair), Carol Chisholm (Vice-Chair), Bill Evans, Susan Jones and Barrie Yates

INDEPENDENT PERSON: Barry Parsonage

OFFICERS: Caroline Elwood (Interim Corporate Governance Manager), Andy Houlker (Senior Democratic Services Officer) and Dave Whelan (Legal Services Manager/Monitoring Officer)

OTHER MEMBERS AND OFFICERS: 0

PUBLIC: 0

15 Apologies for Absence

Apologies for absence were received from Councillor Coulton and David Haley (Independent Person).

16 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the meeting of the Committee held on 21 September 2017 be approved as a correct record.

17 Declarations of Interest

There were no declarations of interest.

18 Minutes of the meeting of the Standards Committee Initial Assessment Hearing Panel

RESOLVED (Unanimously by those members of the Panel present):

That the minutes of the meeting of the Initial Hearing Panel held on 21 November 2017 be approved as a correct record.

19 Annual Report and Update

The Council's Monitoring Officer presented the Annual Report on work carried out over the last 12 months. This had been a busy and productive year and included; the appointment of a second Independent Person to assist the Monitoring Officer, the development of a Social Media Protocol, amending/updating the Hearing and

Investigation Procedure for Dealing with Complaints, reviewing the Code of Conduct for Elected Members and the development of Guidance relating to it.

It had also been a busy year for dealing with complaints against members under the Code of Conduct for Elected Members.

As well as reporting on all of the above information was also provided as to complaints made to the Local Government Ombudsman, and Members' attendance figures.

Looking forward it was suggested there be specific training for Committee members sitting on Standard Committee Hearing Panels as well as general standards training/awareness raising for all members. The Committee also felt it would be helpful to have a joint workshop with other neighbouring councils (such as Chorley Borough Council, Lancashire County Council and Preston City Council) to discuss/air current issues and approaches.

RESOLVED (Unanimously) that:

- (1) the Annual Report be noted and be presented to a future meeting of the Council; and
- (2) the Monitoring Officer approach Chorley Borough Council, Lancashire County Council and Preston City Council with a view to holding a joint Standards workshop (possibly held at County Hall).

20 Disqualification Criteria for Councillors

The Interim Corporate Governance Manager reported that the Council had been consulted by the Department for Communities and Local Government (DCLG) on possible additional criteria for the disqualification of Councillors and Elected Mayors.

The Committee was asked whether or not it supported the DCLG's proposal to introduce a new rule that would prohibit any individual subject to an Anti-Social Behaviour Injunction, a Criminal Behaviour Order or had been added to the sex offenders' register, from standing for election or holding office as a Councillor and Elected Mayor.

The DCLG's consultation paper was appended to the report.

In particular the Committee was asked to consider and respond to the six questions in the report. The Committee considered and discussed each question in turn, especially Question 2. With the exception of the response to Question 2 (For: 4, Against: 1), the Committee was unanimous in its responses to the questions.

RESOLVED that the Council's responses to the six question in the DCLG's consultation be as follows:

1. Yes
2. No
3. Yes
4. Yes
5. No
6. No

21 Complaint Form for Complaints under the Code of Conduct

The Interim Corporate Governance Manager presented a proposed form to be used in connection with complaints received under the Code of Conduct.

It was felt that the form would consistently collect the necessary basic information and the need to complete a form might assist in reducing the number of such complaints being received.

RESOLVED:

That the Complaint Form attached as Appendix A to the report be used for future complaints under the Code of Conduct for Elected Members.

22 Protocol Relating to Independent Persons

The Interim Corporate Governance Manager presented the report that asked the Committee to look at the existing protocol for Independent Persons and amend as appropriate. This review had been included as part of the Committee's Work Programme. It was felt that the existing protocol was largely relevant and it was proposed to conduct a refresh rather than a full review.

The Council's two Independent Persons had been consulted and provided comments along with members of the Council. It was proposed that a refreshed protocol be presented to the next meeting of the Committee.

RESOLVED:

That a refresh of the Council's existing protocol for Independent Persons be carried out and that the amended protocol be presented to the next meeting of the Committee.

Chair

Date

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REPORT TO	ON
Council	17 January 2018

September 2017



TITLE	REPORT OF
Scrutiny's review of Staff Morale	Interim Monitoring Officer

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

To inform Council of the work of a Scrutiny Committee Task group into the issue of staff morale.

Further to inform Council of Cabinet's response to this piece of work at its meeting on the 25th of October

2. RECOMMENDATIONS

That Council notes the Scrutiny Committee Review of Staff Morale and the Cabinet response to it

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

4. BACKGROUND TO THE REPORT AND DETAILED CONSIDERATION

4.1 Members will find appended to this covering report the following documents:

Appendix – Cabinet report dated the 25th of October 2017

Appendix A – Action Plan

Appendix B – Report of the Scrutiny Committee Task group – Review of Staff Morale.

4.2 The full background to this matter is set out in the earlier Cabinet report. In summary Scrutiny Committee had been very concerned at the outcome of a staff survey into morale that was conducted in November 2016.

4.3 Accordingly Scrutiny Committee set up a Task Group to look into this issue.

4.4 The key findings of the Task Group are set out at page 8 of Appendix B. In summary the Task Group found that there had been a significant amount of work undertaken since the employee survey results had been published in January 2017 which had been very positive. However, it was early days with more to be done to engage staff and embed the outcomes. Key concerns included the need for continued improvement in communications, the need to address a perception that staff at the depot were treated differently and the concern that the behaviour of some members had resulted in an adverse impact on staff morale. The Group also recognised that the appointment of a new Chief Executive had been positive with the proposed restructure of the Management Team seen as an opportunity to improve the managerial leadership.

4.5 The Scrutiny report was subsequently reported to the Cabinet meeting on the 25th of October. At that meeting Cabinet decided to accept all of the recommendations of the Scrutiny Committee.

5. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

5.1 Comments of the Statutory Finance Officer

There are no direct financial implications arising from the report. If there are any actions in the Action Plan which cannot be funded from existing budgets then additional budget provision will need to be approved

5.2 Comments of the Monitoring Officer

There are no legal implications arising from the report.

<p>Other implications:</p> <ul style="list-style-type: none"> ▶ Risk ▶ Equality & Diversity ▶ HR & Organisational Development ▶ Property & Asset Management ▶ ICT / Technology 	<p>The importance of having a happy and well- motivated staff should not be underestimated. The organisation is unlikely to be at its most efficient or productive if staff morale is low.</p> <p>There are no specific Equality implications here</p> <p>Please see the comments above against Risk. In addition to those comments the council has a general duty of care to its employees.</p> <p>There are no property implications</p> <p>There are no ICT implications</p>
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8. BACKGROUND DOCUMENTS (or there are no background papers to this report)

None

SMT Member's Name David Whelan
Job Title Interim Monitoring Officer

Report Author:	Telephone:	Date:
David Whelan	01772 625247	

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REPORT TO	ON
CABINET	25 October 2017

September 2017

TITLE	PORTFOLIO	REPORT OF
Scrutiny's Review of Staff Morale	Leader	Interim Corporate Governance Manager

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

1.1 Following the adoption of the Scrutiny Task Group's Review of Staff Morale by the meeting of the Scrutiny Committee, Cabinet are asked to approve the draft response to the recommendations set out within the action plan at Appendix A.

2. PORTFOLIO RECOMMENDATIONS

2.1 That Cabinet approves the draft response to the recommendations of the Scrutiny Committee Review of Staff Morale at Appendix A to the report.

2.2 That Cabinet notes that the report and action plan will be presented to the next meeting of full Council on 22 November 2017.

3 CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

5. BACKGROUND TO THE REPORT

5.1 The results of the staff survey which was conducted in November 2016 were reported into the January meeting of the Scrutiny Committee for their information.

5.2 Members were very concerned at the outcome of the survey and requested that the Leader developed a detailed plan outlining the response to the issues which were highlighted by the survey as a matter of some urgency.

5.3 The Leader's response was considered at their meeting in June 2017, following which members felt it would be helpful to carry out a more focused piece of work to explore staff morale now that some months have elapsed since the initial survey.

5.4 The full report of the Task Group is attached at Appendix B. Cabinet will note that the Task Group adopted the following aims and objectives:

- ▶ Review the steps taken to respond to the results of the employee survey.
- ▶ Assess the effectiveness of the actions taken following the survey and impact on staff morale.
- ▶ Consider the role of Members in inspiring and encouraging staff morale.
- ▶ Demonstrate to staff the commitment of Members to respond to their feedback and be the best possible employer.
- ▶ Consider best practice and complement the work of the new Chief Executive in engaging with employees.
- ▶ Make recommendations on how the Council could improve staff morale.

5.5 The Group met on 7 occasions meeting with the Leader and officers, a focus group of staff from the Staff Involvement Group and Kash Haroon, Director at North West Employers.

5.6 The key findings of the Task Group are set out at page 8 of Appendix B. In summary the Task Group found that there had been a significant amount of work undertaken since the employee survey results had been published in January which had been very positive. However, it was early days with more to be done to engage staff and embed the outcomes. Key concerns included the need for continued improvement in communications, the need to address a perception that staff at the depot were treated differently and the concern that the behaviour of some members had resulted in an adverse impact on staff morale. The Group also recognised that the appointment of a new Chief Executive had been positive with proposed restructure of the Management Team seen as an opportunity to improve the managerial leadership.

5.7 The report is now before Cabinet to consider each recommendation and if accepted to approve an action plan. Appendix A sets out a draft action plan for Cabinet's approval.

6. CONSIDERATION OF SCRUTINY REPORTS

6.1 The Scrutiny Procedure Rules provide that once a Scrutiny review has been agreed by the Scrutiny Committee the Chief Executive will allocate it to either, or both, the Cabinet and Council for consideration, according to whether the contents of the report would have implications for the Council's Budget and Policy Framework.

6.2 In this instance the Chief Executive has considered that the report should go to both Cabinet and full Council in view of members concerns regarding this issue and the need for all members to be aware of the contents of the action plan.

6.3 Cabinet should note that it is the Cabinet's responsibility to implement any action plan approved by them and to submit regular reports to the Scrutiny Committee for information.

7. CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Not applicable

8. OTHER OPTIONS CONSIDERED

It is open to the Cabinet not to accept either all or any of the individual recommendations of the Scrutiny Team, provided that a cogent reason is given for not doing so.

9. FINANCIAL IMPLICATIONS

There are no immediate financial implications arising as a result of the recommendations although some of the proposals may need funding as part of the Council's overall Communication and Transformation Strategies. It is too early to quantify any specific actions.

10. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

Appendix A of this report provides reassurance in relation to the Council's commitment toward 'One Council, One Team Creating Excellence' with staff at the heart of the organisation moving forward. Implementation of the Transformational Strategy brings to life the new 'South Ribble Way' for the benefit of all staff. In addition, the historical concern that depot staff are treated differently has been heard and is being addressed with real action. Given the combined strategic commitment from members and the management team staff morale will continue to improve in a sustainable fashion.

11. ICT/TECHNOLOGY IMPLICATIONS

Not applicable

12. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

Not applicable

13. RISK MANAGEMENT

Poor staff morale is recognised as being a potential risk to the effective and efficient delivery of council services as well as potentially a risk to the overall health and well-being of individual members of staff. Improvements to staff morale are therefore important to mitigate against these risks.

14. EQUALITY AND DIVERSITY IMPACT

There is no direct impact as a result of this report.

15. RELEVANT DIRECTORS RECOMMENDATIONS

Not applicable

16. COMMENTS OF THE STATUTORY FINANCE OFFICER

There are no financial implications arising directly as a result of this report, however the proposed Action Plan will identify if there are any actions which cannot be funded from existing budgets and will therefore require additional budget provision to be approved.

17. COMMENTS OF THE MONITORING OFFICER

There are no legal implications arising from the contents of the report.

18. BACKGROUND DOCUMENTS

Reports to Scrutiny Committee January and September 2017

Appendix A Action Plan

Appendix B Report of the Scrutiny Committee Task Group – Review of Staff Morale

C J Elwood
Interim Corporate Governance Manager

Report Author:	Telephone:	Date:
Mrs C J Elwood		October 2017

APPENDIX A

Scrutiny Committee Recommendations	Recommendation Accepted? Yes/ No	Cabinet Response If yes, how & when is the recommendation going to be implemented? If no, why is the recommendation not going to be implemented
1. The Political Group Leaders, and wider political group membership, consider how best they ensure that their Members' behaviour, on social media and in public fora, adhere to the Council's constitution, code of conduct and policies.	Yes	<p>Implemented: Members have debated, and the full Council has approved, the adoption of a Social Media Protocol by full Council. Training has been made available on the effective use of social media to members, encouraging positive use to drown out the negatives.</p> <p>Further work is ongoing to develop a Member Officer Protocol which will set out mutual expectations between Members and Officers.</p> <p>In Progress: Political Group Leaders and members generally are encouraged to continue to make this issue a priority in recognition of the adverse impact such behaviour can have on staff, particularly the potential loss of respect for members and the potential damage to the Council's reputation as an organisation.</p>
2. The Communications Strategy be reviewed and updated with an	Yes	<p>In Progress: Progress on the delivery of the Communications Strategy will be reported to members in November 2017. It is intended to evaluate the strategy in</p>

<p>increased emphasis on everyone improving communications and further engagement with staff, such as:</p> <ul style="list-style-type: none"> ▶ Formalise the role, selection process and impact for the staff involvement group, including report to Members ▶ Focus on those who don't have access to the CONNECT intranet ▶ Service planning team away workshops ▶ Strengthen the team briefing process to make it a more regular opportunity for dialogue between managers and staff that facilitates positive two-way communication ▶ Maximise the use of staff noticeboards ▶ Develop a staff suggestion scheme 		<p>March 2018 and a revised strategy for 2018 onwards will be developed at that time.</p> <p>However, as the strategy is closely linked to both the senior management re structure and Transformation Strategy it would be inappropriate to undertake a review until this work has been completed.</p> <p>The majority of the detailed suggestions of the Task Group are captured by the Council's Transformation Strategy, although some will require funding to be identified (for example the improvement of the working environment)</p> <p>The following suggestions are already included within the Transformation Strategy:</p> <ul style="list-style-type: none"> • Service Planning Team Away Days • Strengthen Team Briefings • Maximise the use of staff noticeboards • Develop a staff suggestion scheme • Review and reward recognition mechanisms • Capturing staff stories and giving staff a voice • Improving Working Environment
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<ul style="list-style-type: none"> ▶ Review reward and recognition mechanisms ▶ Capturing staff stories and giving staff a voice ▶ Improving the working environment 		
3. Bring forward the idea of having a quarterly 'health/temperature check' on staff morale to supplement the biennial staff survey.	Yes	In Progress: The Chief Executive has already implemented "temperature" checks which will continue to be utilised to supplement the employee survey, although it may be preferable that this is on an ad hoc basis, as and when issues arise, as opposed to quarterly.
4. The Council work with North West Employers' and other councils in devising a set of standard employee survey and engagement measures that can be effectively benchmarked	Yes	In Progress: The Council has been undertaking biennial staff surveys for a number of years which means that there is a body of South Ribble focused data which enabled comparative benchmarking to be undertaken year on year.

		However there is clearly merit in looking at wider comparators and officers are exploring this opportunity further with NWE.
<p>5. Break the barriers down between Members and officers in an appropriate way to ensure clarity of roles, such as:</p> <ul style="list-style-type: none"> ▶ The proposed development of the Member / officer protocol to be clear on the way in which Members should work with staff and the standards of behaviour expected. ▶ A Member / officer shadowing programme be developed so that there is a greater understanding of respective roles, responsibilities and expectations and pressures. ▶ Quiz nights, Member / officer Mayoral events, bowling etc. be organised ▶ The Leader and Chief Executive meet informally with a small cross- 	Yes	<p>In Progress: Workshops on the development of a new Member Officer Protocol have already started with further workshops scheduled with both Officers and Members contributing to its formulation. This work is funded by the LGA and is seen as one of the key tools in improving the Council's corporate governance framework.</p> <p>Shadowing and social events can be explored to test if there is an appetite for it. (The possibility of shadowing was asked as question as part of the recent Member Survey).</p> <p>The Leader & Chief Executive have already held joint staff workshops. Regular working lunches with small groups of staff is included as a proposal within the Transformation Strategy and can be piloted over the next few months.</p>

section of staff over lunch on a regular basis to discuss any issues and provide feedback.		
6. Consideration be given to the workforce information provided to Members to ensure it is analysed and presented in a way that Members can effectively interpret and use in managing the Council's performance.	Yes	In Progress: Work has already commenced to develop the Council's Performance Management Framework, led by the Council's Interim Corporate Improvement Manager and better interpretation of data generally, including workforce information, has formed part of this work.

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Scrutiny Committee

Review of Staff Morale



Final Report – August 2017

Agreed by the Scrutiny Committee: 6 September 2017

Task Group:

- ▶ Councillor Matthew Tomlinson (Chair)
- ▶ Councillor Colin Coulton
- ▶ Councillor Keith Martin
- ▶ Councillor Karen Walton

What is Scrutiny?

Scrutiny is all about challenging decision made by the Council and other local organisations, keeping an eye on local issues and reviewing local policies.

In other words, Scrutiny acts like a watchdog for the people of South Ribble. It is about helping the council to work with local people, partners, other businesses and organisations and voluntary and community groups, to improve the quality of life of residents in the borough.

Scrutiny:

Challenges local performance so that we can raise standards, ensuring the services provided meet customers' expectations;

Questions the decisions of the Council's cabinet and other local organisations;

Reviews policies and becomes involved in the development of new policies;

Holds inquiries and reviews services provided by public organisations on issues of public interest or concern e.g. local hospitals, the police, fire service, utility companies etc.

Makes recommendations for action, change and improvement.

Who is Scrutiny?

Scrutiny is made up of twelve members of the Council who are appointed by all members of the council on an annual basis.

How can you get involved?

Local people and organisations have an important part to play in the Scrutiny process. If you use a service it is important that you let your councillors know your views on how it could be improved.

You can do this in a number of ways:

- ▶ Attend meetings
- ▶ Suggest a topic
- ▶ Get involved in a consultation

You could be asked for your views on an issue or be invited to provide specialist knowledge you have by being a witness in a Scrutiny review or by being co-opted onto one of the task groups.

More information?

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Chair's Foreword

Like most Members, the Scrutiny Committee was extremely concerned at the powerful results of the employee survey results from November last year. The Scrutiny Committee has tracked the Council's improvement journey with keen interest and decided to carry out a more focussed piece of work to explore staff morale some 9 months since the survey.



We hope that this report provides a useful temperature check of the progress made in improving staff morale and helps to inform future plans. This review has been timed to help inform the work of the Council and new Chief Executive in developing the organisation to ensure it is fit for purpose and delivers our vision and priorities.

We would like to thank everyone involved in this review for their support and providing honest and open feedback. We hope that we have done justice to the wide-ranging comments made and that our findings and recommendations make a real difference for our employees and the benefits that then has for Members, our residents and stakeholders, including employees.

Finally, we would like to place on record our admiration and appreciation to all employees for all their hard work day in, day out, in delivering quality services to our residents and making South Ribble a great place to live, work, visit and play.

Councillor Matthew Tomlinson
Scrutiny Committee Chair
On behalf of the Scrutiny Task Group

Rationale for the Review

In January 2017, the Scrutiny Committee considered the results of the employee survey conducted in November 2016.

The Committee expressed its deep concern with the results of the Employee Survey and recommended that the Leader develops a detailed plan of the steps that will be taken to respond to the issues identified in the survey and these be provided as a matter of urgency (minute no 35 refers).

At its meeting on 22 June 2017, the Scrutiny Committee received the following response from the Leader:

“The new OD strategy seeks to address: Leadership development, PDR process, Coaching and further employee surveys.

Poor communications has been addressed by the roll out of the new Communications Strategy agreed March 2017. This includes the launch of both Staff Connect and Councillor Connect both of which have been received well by staff and Members alike.

A staff panel has also been introduced to engage employees on a range of issues – using staff as a sounding board on new developments and improvement activities.

Member and officer relationships are being addressed in a number of ways. There are a number of externally facilitated workshops planned for Members together with a programme of activities to address Member conduct issues that are currently being developed by the Centre for Public Scrutiny following its report published in April.”

Following this response the Scrutiny Committee agreed to carry out a review of staff morale (minute number 7 refers).

This review will consider the results of the survey and assess the effectiveness of the actions taken following the survey.

Scrutiny Committee Review Team

- ▶ Councillor Matthew Tomlinson (Chair)
- ▶ Councillor Colin Coulton
- ▶ Councillor Keith Martin
- ▶ Councillor Karen Walton

Review Aims and Objectives

- ▶ Review the steps taken to respond to the results of the employee survey.
- ▶ Assess the effectiveness of the actions taken following the survey and impact on staff morale.
- ▶ Consider the role of Members in inspiring and encouraging staff morale.
- ▶ Demonstrate to staff the commitment of Members to respond to their feedback and be the best possible employer.
- ▶ Consider best practice and complement the work of the new Chief Executive in engaging with employees.
- ▶ Make recommendations on how the Council could improve staff morale.

Links with Corporate Priorities and Corporate Plan

The review links with the Council's Corporate Plan 2017-2018

Corporate Priority:

- ▶ Efficient, effective and exceptional council

Corporate Outcome:

- ▶ More staff satisfied with the Council as a place to work

Key Action:

- ▶ We will implement a new Organisational Development Strategy and action plan and meet all the targets that are due for completion by 31st March 2018

This review also links with the Council's Improvement Plan and Transformation Strategy.

Methodology

The Task Group has carried out extensive research to inform their review and ensure that as many people as possible could get involved in the review:

- ▶ The Task Group carried out desktop research reviewing best practice from other Scrutiny reviews carried out by other councils around the country.
- ▶ The Task Group reviewed key documentation to set the context for the review including:
 - Employee Survey Results 2016
 - Employee Survey Results 2015
 - LGA Corporate Peer Challenge
 - Corporate Improvement Plan
 - Centre for Public Scrutiny (CfPS) Diagnostic Assessment
 - Organisational Development Principles
 - Transformation Strategy
 - Best practice publications and CIPD (Chartered Institute of Personal and Development)
- ▶ The Task Group has met on 7 occasions at the end of July and during August to carry out the review meeting with a selection of key Members and officers:
 - Councillor Peter Mullineaux, Leader of the Council
 - Heather McManus, Chief Executive
 - Tracy Boustead, HR and OD Consultant
 - Mark Hodges, Branch Secretary – UNISON union
 - Mark Gaffney, Director of Neighbourhoods, Environmental Health & Assets (representing the Senior Management Team)
- ▶ A focus group was also held with members of the Staff Involvement Group.
- ▶ The Task Group also met with Kash Haroon, Director at North West Employers' Organisation.

Key Findings

The Task Group has used all the research mentioned in the above methodology to come up with the following key findings that have been used in developing recommendations for the review.

1. The Task Group found that there had been a significant amount of work carried out since the employee survey results were published in January, which has included:

- ▶ New corporate plan, service plans agreed and higher proportion of appraisals carried out
- ▶ Centre for Public Scrutiny Diagnostic Assessment Team visited the Council, met with staff and reported back
- ▶ Peer Review Team met with staff and reported back
- ▶ Re-launch of CONNECT employee intranet to improve communications
- ▶ Regular Chief Executive and Senior Management Team blogs
- ▶ New Employee Involvement Group to act as sounding board created and increasingly being used
- ▶ Political Awareness Training has been rolled out for cross section of colleagues
- ▶ Senior Management Team and Core Managers' Team Workshop to look to the future and what needs to be done to achieve our vision and priorities
- ▶ New performance management framework in place
- ▶ New Transformation Strategy agreed, which acknowledges the need for us to re-connect with our staff, capture their voice and improve morale
- ▶ District Councils Network staff development opportunity attracted 13 applications, with two being submitted to the national scheme and those nominated taking part in corporate projects to help develop skills and in improvement activities
- ▶ Brand new Graduate Development Programme saw two graduates employed by the Council to strengthen corporate capacity

- ▶ Continuation of apprenticeship scheme with 10 apprentices appointed this year
 - ▶ Reduced sickness absence (final figures awaited)
 - ▶ Secondment opportunities available, such as Electoral Support Officer, Chief Executive's PA, transformation etc.
 - ▶ Softer improvements for staff: new settees in Coppice Room, table tennis table and social area at Moss Side Depot and Civic Centre
 - ▶ Continued other employee and health/wellbeing activities: pilates, badminton, Moss Side-deers charity walk, themed weeks in Gateway etc.
2. Whilst the above work is very positive, it is early days and there is more to do in engaging and particularly communicating with staff about them to ensure the outcomes become truly embedded.
 3. The appointment of a permanent Chief Executive has had a positive impact on staff, with the pace of change being significant with roadshows held with all staff. The Chief Executive led the sessions with the Leader introducing them and Cabinet Members listening to the outcomes.
 4. The new Communications Strategy has made a difference, but communications with staff continues to be seen to be a major problem – not just internally with employees but externally with residents and partners. .
 5. There appears to be a feeling that there is a differential approach to staff based at Moss Side Depot and the Civic Centre.
 6. There is genuine concern that the behaviour of some Members has had an adverse impact on staff morale, particularly in the inappropriate use of social media, but also their conduct in public meetings.
 7. The re-structure of the management team, which is currently being consulted upon, is seen as an opportunity to improve the managerial leadership of the Council.
 8. We heard much about the South Ribble Way, which is at its embryonic stage, but understand this will be an important element of defining the culture of the organisation.

Recommendations

1. The Political Group Leaders, and wider political group membership, consider how best they ensure that their Members' behaviour, on social media and in public fora, adhere to the Council's constitution, code of conduct and policies.
2. The Communications Strategy be reviewed and updated with an increased emphasis on everyone improving communications and further engagement with staff, such as:
 - ▶ Formalise the role, selection process and impact for the staff involvement group, including report to Members
 - ▶ Focus on those who don't have access to the CONNECT intranet
 - ▶ Service planning team away workshops
 - ▶ Strengthen the team briefing process to make it a more regular opportunity for dialogue between managers and staff that facilitates positive two-way communication
 - ▶ Maximise the use of staff noticeboards
 - ▶ Develop a staff suggestion scheme
 - ▶ Review reward and recognition mechanisms
 - ▶ Capturing staff stories and giving staff a voice
 - ▶ Improving the working environment
3. Bring forward the idea of having a quarterly 'health/temperature check' on staff morale to supplement the biennial staff survey.
4. The Council work with North West Employers' and other councils in devising a set of standard employee survey and engagement measures that can be effectively benchmarked.
5. Break the barriers down between Members and officers in an appropriate way to ensure clarity of roles, such as:
 - ▶ The proposed development of the Member / officer protocol to be clear on the way in which Members should work with staff and the standards of behaviour expected.
 - ▶ A Member / officer shadowing programme be developed so that there is a greater understanding of respective roles, responsibilities and expectations and pressures.
 - ▶ Quiz nights, Member / officer Mayoral events, bowling etc. be organised
 - ▶ The Leader and Chief Executive meet informally with a small cross-section of staff over lunch on a regular basis to discuss any issues and provide feedback.

6. Consideration be given to the workforce information provided to Members to ensure it is analysed and presented in a way that Members can effectively interpret and use in managing the Council's performance.

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REPORT TO	ON
Council	17 January 2018

September 2017



TITLE	REPORT OF
Review of Fees and Charges	Cabinet Member for Finance and Resources

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

To review Fees and Charges pricing policies and seeking approval to:-

- implement Car Parking charges at Worden Park;
- revise the current Pay and Display Car Parking charging Policy for existing Car parks;
- revise the charging policy for Building Control fees;
- set the charge for Public Spaces Protection Orders (PSPOs) Fixed Penalty Notices;
- uplift fees charged for Pre-Planning Advice.

2. RECOMMENDATIONS

Cabinet recommend to Council that:-

1. An increase of 2.5% be applied to all fees and charges with the exception of Licensing, Land Charges, Car Parking, Building Control fees, PSPO Fixed Penalty Notices and Pre-Planning Advice charges with effect from 1st April 2018 (see Appendix 1).
2. Car Parking Charges are introduced at Worden Park to charge £2.00 per day during term time only and £1.00 per day outside of term time and at weekends (as detailed in Option Two in Appendix 2) with effect from 1st April 2018.
3. That the permit scheme currently in place on Worden Park is retained.
4. The pricing structure for existing Pay and Display Car Parking Charges is revised to remove the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours and replace them with a charge of £1.00 for up to 3 hours (as per Appendix 3) to be deferred to 1st April 2018.
5. The Car Parking Charges at Leyland Railway Station are increased to £1.50 a day and to £6.00 per week (as per Appendix 3) with implementation between January and March 2018.
6. The new charging policy for Building Control fees as set out in Appendix 4b is implemented between January and March 2018.
7. It is noted that Penalty Notice Charges in respect of PSPOs have been set at £100.00.
8. The charging policy for Pre-Planning Advice (as set out on page 6) is implemented between January and March.

3. EXECUTIVE SUMMARY

- This report collates a number of recommendations to revise charging policies across the Council to generate additional income that totals in the region of £238k as summarised below:

	£
Fees and Charges Uplift as listed in Appendix One	16,936
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	238,174

- Historically Fees and Charges have been uplifted on an ad hoc basis across the Council.
- An exercise has taken place to propose a standard inflationary increase in all Fees and Charges.
- It is recommended that this standard increase for 2018/19 should be set at 2.5% as this is comparative with recent CPI rates. The following categories of charges have been reviewed on alternative bases and are therefore excluded from the standard inflationary increase:-
 1. Car Parking Charges
 2. Building Control
 3. Public Spaces Protection Orders
 4. Pre-Planning Advice
 5. Taxi Licencing
 6. Land Charges
- The additional income that will be generated is expected to be £16,936.
- Where applicable Budget Holder have proposed an alternative approach to revising and updating charging policies.
- Car Parking at Worden Park – As detailed in Appendix 2, a new charging policy is proposed to help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff. Estimated income generated is £99,000 per annum. The existing permit scheme currently in place with Runshaw College would continue unaltered.
- Further discussions are held with partner agencies over the introduction of a residents parking permit scheme on the Worden Park estate.
- Revision of existing pay and display Car parking Charges - Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours. It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.
- Car parking at Leyland Station - It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.
- With regard to Building Control, the service has returned to a small surplus position and therefore is now compliant with the requirement that the cost of providing a Building Control service does not fall on Council Tax and Business Rate payers.

- To maintain this position the Building Control Manager has re-structured the charging policy.
- The proposed new Building Control statement of charges is set out in Appendix 4b.
- Although it is difficult to accurately forecast demand in future years it is anticipated on past trends that additional income of £20k will be generated.
- New Public Spaces Protection Orders (PSPOs) have been introduced which replace Dog Control Orders. It has been agreed that Fixed Penalty Notices issued should carry a penalty fine of £100.00 to act as a deterrent to offenders.
- PSPOs cover the following:-
 1. Fouling of land by dogs
 2. Dogs in exclusion areas
 3. Keeping dogs under control – leads
- The rate of charges the Council currently charges for Pre-Planning Advice has been compared with other authorities and has shown that the current charges set are lower than those charged by other North West Councils.
- It is considered appropriate that charges should be increased by 25% to bring them into line with current local practice. This will generate additional income of circa. £61k.

4. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

5. BACKGROUND TO THE REPORT

Historically the review of all fees and charges within the devolved budget management regime have been carried out by individual Budget Holders. This paper has collated all fees and charges whereby the Council has discretion to set the amount charged in order for a holistic and standard price increase policy to be implemented.

6. PROPOSALS

Appendix 1 sets out the 2018/19 forecasted income budgets for discretionary fees and charges and the estimated additional income generated should a standard inflationary rate be applied (please note the charges listed are detailed at budgeted level). The rate recommended is 2.5% which is comparable to the current CPI rate. This rate is applied to all discretionary income streams with the exception of Licensing and Pay and Display Car Parking charges where standard increases would generate unusable values. There are other exceptions to this proposal as described above as other more applicable pricing strategies are considered more appropriate dependent on other matters such as market sensitivity and deterrents to discourage behaviours such as dog fouling.

The table below summaries the total scale of additional income that could be generated for each example standard inflationary percentage increase.

Inflationary Rate	Forecasted total additional income
1.0%	£6,775
1.5%	£10,162
2.0%	£13,549
2.5%	£16,936
3.0%	£20,234
3.5%	£23,711
4.0%	£27,098
4.5%	£30,485
5.0%	£33,873

An estimated total of **£0.238m** is forecasted as additional income that could be generated in a full year if the following revisions within this report are made to the Council's Fees and Charging Policies. Fees and Charges across the Council has been analysed and it is recommended that an uplift should be applied to fees and charges by 2.5% with effect from 1st April 2018. There are some exceptions to this recommendation, namely the following:-

- Pay and Display Car Parking Charges
- Building Control Fees and Charges Policy
- PSPO Fixed Penalty Notices
- Pre-Planning Advice Fees and Charges Policy

The above charges are also contained within this reports with separate proposals to revise the relevant charging policies. The rationale and details for each proposal is set out below and within the attached appendices where recommendations are based on particular specific matters e.g. competitive markets, deterrent fines and contribution to meeting the Council's budget challenge. The report also recommends introducing Car Parking Charges at Worden Park. The estimated additional income that could be realised is summarised below:-

	£
Fees and Charges Uplift as listed in Appendix One	16,936
Worden Park – Option Two in Appendix 2	99,000
Existing Car Parks in Appendix 3	40,000
Building Control in Appendix 4	20,000
PSPOs - Fixed Penalty Notices	1,500
Pre-Planning Application Advice	60,738
Estimated Total Additional Income	238,174

7. CAR PARKING CHARGES

The Medium Term Financial Strategy (MTFS) includes an income target from car parking charges of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

Details of this exercise, including the results of consultation are included within **Appendix 2** to this report.

In addition to new Car Parking Charges this exercise also reviewed existing the Council's Pay and Display Car Parking charging structure, the findings of which are set out in **Appendix 3** to this report.

8. BUILDING CONTROL - Forecasted additional income totals circa. **£20,000.**

The Building Control trading account has made a surplus in 2016/17. Following a small surplus in 2015/16 this is a significant improved trading position following a number of years of a trading deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy as detailed in **Appendix 4** in order to build upon, and maintain, the service's improved performance within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess the amount of officer time taken on each type of job for inspections and administration. It is felt that the proposed charges represent a fair reflection of the time taken to recover costs in order to break even over a given period. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

9. FIXED PENALTY NOTICES - Forecasted additional income @ 25% uplift totals circa. **£1,500.**

The Council adopted Dog Control Orders (DCOs) in September 2009. These orders replaced a number of bye-laws previously in force covering a range of offences and also allowed offences to

be discharged by the payment of a £80 fixed penalty notice, thereby avoiding prosecution and the need to appear at Magistrate's Court.

From October 2017 DCOs lapsed and were replaced by Public Spaces Protection Orders (PSPOs). A Cabinet report was approved to replace DCOs with PSPOs on 25th of October, with the five PSPOs put in place on the 3rd of November 2017.

All offences can be dealt with by issuing a fixed penalty in the sum of £100, this equates to a 25% increase. The maximum fine on summary conviction is currently £1,000.

The Fixed Penalty Notice (FPN) for dog control order offences in the borough has been increased from £80 to £100 for breaching a PSPO. In cases of non-payment, the matter can be taken to court where the maximum fine on summary of conviction is level 3 on the standard scale which is currently £1,000.

The proposed PSPOs will cover the following:-

- Fouling of land by dogs
- Dogs exclusion areas
- Dogs on leads
- Dogs on leads by direction
- Means to pick up foul by dogs

10. PRE-PLANNING APPLICATION ADVICE - Forecasted additional income @ 25% uplift totals circa. **£61k**.

The Planning Manager has identified that the charges for Pre-Planning Application advice are lower than other Authorities in the North West. Developers are received high quality professional advice and therefore the following charging structure is proposed.

Development Size	Current Pre App Fees	Number of Planning Apps 2016/17	Potential Pre App Fees	Potential Income based on 25% taking advice
Householder	Free	329	£50	£4,113
Small	£120	225	£200	£11,250
Medium	£300 (plus £150 per follow up)	171	£500	£21,375
Major	£420 (plus £210 per follow up)	45	£2,000	£22,500
Significant Major	£720 (plus £360 per follow up)	2	£3,000	£1,500
Totals				£60,738

11. OTHER OPTIONS CONSIDERED

This is a new approach to reviewing discretionary fees and charges whereby a revised pricing policy is considered and proposed to the same annual timetable. This report brings together the separate re-pricing of fees and charges proposals.

An alternative option is the 'as is' approach whereby the review of fees and charges is undertaken periodically by the relevant budget holders to varied timescales and determined within the decision making processes within a devolved budget management regime.

Other levels of inflationary increases to the income generated by the Council are also available, however, the options recommended are the optimum proposals considered to be the most appropriate taking into account budget challenges, market sensitivities, competition, incentivisation and deterrent where applicable.

12. FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

The salient financial implications are with regard to generating additional income for the Council to support its MTFS and maximising income opportunities. This serves to protect front line services and aligns resources with the Council's Corporate Plan and Priorities. A summary is listed below:-

An uplift of 2.5% across all discretionary Fees and Charges would achieve forecasted additional expenditure of £16.9K

The proposal made for charging for car parking at Worden Park will achieve circa. £99k additional income to help meet the Council's budget challenges.

A simplified charging policy for existing Pay and Display Car Park charges could realise additional income of circa. £40k.

Revising other charging policies as detailed in the body of the report could realise the following levels of additional income:-

- Building Control £20k
- Fixed penalty Notices £1.5k.
- Pre-Planning Application advice £61k.

13. HR and ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

14. ICT/TECHNOLOGY IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

15. PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

There are no implications as a direct result of the recommendations within this report.

16. RISK MANAGEMENT

The Council recognises the risk of vehicle displacement with regard to introducing car parking charges at Worden Park for which appropriate and effective mitigations will need to be implemented as required.

The budget efficiency savings identified as part of the 2017/18 MTFS may not be realised if Car Parking Charges and/or other Fees and Charges are not restructured into new charging policies.

17. EQUALITY AND DIVERSITY IMPACT

There is no impact on equality and diversity.

19. COMMENTS OF THE STATUTORY FINANCE OFFICER

The Council made a commitment in the budget to focus on income generation in the earlier part of the MTFS in order to protect services being delivered to residents and businesses within South Ribble. The adoption of the proposals within this report can realise additional income totalling £238,000 per annum.

The MTFS contains a target for generating additional income through the revision of car parking charges of £110,000 per annum from 2018/19. The proposals for Worden Park and the existing Pay and Display car parks would generate additional net annual income of £139,000, an estimated additional contribution of £29,000 compared to the target.

The other recommended increases in fees and charges are forecast to generate £99,000 additional income which would help the Council meet its budget challenges over the medium term.

20. COMMENTS OF THE MONITORING OFFICER

Local authorities have a variety of powers to charge for specific statutory services prescribed in legislation. In those instances the Council has no discretion as to how much it can charge. Nevertheless, there are other provisions which allow authorities to decide whether to charge and how much to charge.

The Local Government Act 2003 also provides a power to charge for discretionary services. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.

Where the Council charges for such discretionary services, it has a duty to ensure that the income from charges does not exceed the costs of the provision, taking one financial year with another,

Additionally, S1 of the Localism Act 2011 provides local authorities with a general power of competence. Under this provision, similarly, the Council may not recover more than the cost of providing that service. Recovery is assessed taking one year with another.

Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

21. BACKGROUND DOCUMENTS AND APPENDICES

Background documents: 2017/18 Budget and MTFS (February 2017)

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Mark Gaffney	01772 625671	

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INTRODUCING CAR PARKING CHARGES AT WORDEN PARK AND WITHY GROVE

EXECUTIVE SUMMARY RECOMMENDATIONS

It is recommended that the Council introduces car parking charges at Worden Park as follows:-

WORDEN PARK - OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Estimated income generated is £99,000 per annum

It is recommended that the Council does not introduce car parking charges at Withy Grove Park for the following reasons:-

WITHY GROVE

It is proposed not to introduce Pay and Display parking at present, given the location of the Leisure Centre and the complexity of introducing a refund scheme for users of the centre, combined with the terraced nature of the surrounding streets and lack of private parking for residents, the introduction of parking charges would prove extremely disruptive for residents and users of the Leisure Centre at this time.

Background

The Medium Term Financial Strategy (MTFS) includes an income target of £110,000 for 2018/19. Therefore the arrangements to achieve the income need to be put in place by 1st April 2018 to ensure the target is delivered.

South Ribble Borough Council owns over 50 car parks across the borough which include town centre pay and display, car parks at public and council buildings, parks and open spaces and small car parks in residential areas. Parking charges within South Ribble have remained relatively constant since their introduction in 2004 in order to support local businesses.

To achieve the MTFS target, consideration is being given to introducing charges on Worden and Withy Grove Parks and simplification of the current tariffs at existing car parks by reducing the number of bands and introducing small increases.

A consultation exercise was undertaken via the Council website and attendance at the My Neighbourhood Forums during October and November 2016. Letters were also distributed to affected properties around Worden and Withy Grove Parks and other car parks included in the consultation. It is considered that the consultation response is still current and that further consultation would not produce different outcomes.

The key aim of the review and consultation exercise was to enable better management of the Council's car parks so that they are available for genuine users and that any impact on the surrounding areas is mitigated.

The consultation responses are summarised in **Appendix 2a**.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council's car parking charges are still relatively low and represent good value for money.

Worden Park

Worden Park is a popular facility attracting many visitors both local and from the wider North West Region and has been subject to considerable investment of over £900,000 in recent years. Works undertaken include a reconfigured main entrance and car park, reconstruction of footpaths and driveways, improvements to the fish pond and an extension to the existing car park. Further investment is underway with the refurbishment of both the Vine House and the Conservatory and the provision of new toilets.

The existing restrictions on the park are: 3 hours No Return within 3 hours Monday to Friday (term time only). These will not be needed should charges be introduced.

The existing restrictions already in place on parts of the Worden estate are: No Waiting Monday to Friday 10am – 3.30pm (term time only) and Worden Lane No Waiting at any Time. Whilst this is an LCC matter, it is intended that these will remain in force.

OPTION ONE

It is proposed that the introduction of Pay and Display parking be considered at a charge of £1 per day between the hours of 10am and 4pm (Monday to Sunday). There would be no charge for Blue Badge holders. The income generated could contribute towards the Council achieving financial self-sufficiency and also support the provision of further improvements to the park facilities.

Financial Implications

Worden Park – Option One	
Forecasted Annual Income	£70,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£64,000
Set up costs	£20,000

During the consultation period approximately 80 residents attended the Leyland My Neighbourhood Forum on the 8th November, 2016 and a total of 85 responses were received via the online consultation process. The majority of the responses received were opposed to any possible extension of the current parking restrictions to include weekends feeling this would restrict the ability of residents and friends to visit at weekend. However, a number of those opposed to any possible changes to the restrictions were in favour of the introduction of charges on Worden Park.

Worden Park Alternative Preferred Option Two

Following the completion of the construction of the car parks it has been possible to carry out further and more accurate monitoring of their use. This has identified high demand at peak times from the Runshaw college students. Whilst this brings in income from the permit scheme there are also many students parking for short periods within the restrictions and also those parking for longer and taking a risk of receiving a Penalty Charge Notice. This can affect genuine park users on busy days. Whilst enforcement is carried out on a regular basis the situation is difficult to manage.

Following discussions with Ward Councillors and Runshaw College, the current permit scheme would be retained and strengthened to prevent the sharing of permits.

Another issue from the students is that many are not respectful in their driving manner and have been causing some damage to the overflow car park surfacing.

OPTION TWO

To help manage demand an option could be to charge £2 per day at Worden Park during term time only and revert to the £1 per day charge outside term time and at the weekends. This was not included in the consultation carried out which suggested a charge of £1. However, the key theme of the consultation was to establish the principle of charging and not necessarily the tariff.

Financial Implications

Worden Park – Option Two	
Forecasted Annual Income	£105,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£6,000
Forecasted Net Income	£99,000
Set up costs	£20,000

Worden Park Potential Displacement

Should parking charges be introduced it is likely to have a potential impact on the surrounding roads, although it is difficult to assess the scale of the impact. Officers have worked with Lancashire County Council on this issue. Should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges they would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. These would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park. Should this be necessary one option to help the residents would be to issue household permits. However, this would be at conflict with LCC's policies which is a barrier to progressing the initiative. Further discussions are taking place at both an officer and political level to seek a resolution to this issue. Following the introduction of charges on Worden Park, monitoring will be carried out at weekends to identify any potential issues on the streets surrounding the park, the information gathered will be collated and used to inform any potential changes to the current restrictions if required.

Withy Grove Park

Withy Grove Park has been subject to significant investment in recent years including the construction of a new playground and the re-landscaping of the eastern side of the park. Further investment of £250,000 is underway which includes the re-landscaping of the western side of the park with the aim of achieving Green Flag status. The playground is one of the best equipped in the North West providing a wide range of equipment for children of all ages and abilities and attracts visitors from across the North West Region.

There are currently no restrictions on the park or on the adjacent residential area.

It is proposed that due to the potential for disruption on the surrounding residential streets and the need to develop a reimbursement scheme for Serco customers who are significant users of the car park, Pay and Display parking is not introduced at present.

As the park is adjoining a leisure centre and swimming pool consideration needs to be given to a reimbursement scheme for Serco's customers who are significant users of the car park.

Estimated income from charges is circa £22,000 per annum. However, should a reimbursement scheme be introduced for Serco's customers, it is anticipated that a significant proportion of the income would be used for this purpose.

Estimated set up costs are circa £12,000 and recurring annual revenue costs (enforcement, cash collection etc.) would be circa £2,000.

Financial Implications

Withy Grove – No Leisure centre Refund	
Forecasted Annual Income	£22,000
LESS Forecasted Annual Cost (enforcement, cash collection etc.)	£2,000
Forecasted Net Income	£20,000
Set up costs	£12,000

During the consultation period approximately 100 residents attended the Eastern My Neighbourhood Forum on the 27th October and a total of 37 responses were received via the online consultation process. All the responses received were opposed to the introduction of any parking restrictions on the surrounding streets and only a small number were in favour of the introduction of charges for parking.

Withy Grove Park Potential Displacement

Should parking charges be introduced, as for Worden Park this is likely to have a potential impact on the surrounding roads, although again it is difficult to assess the scale of the impact, however the residential area surrounding the park is made up of terraced properties and those with limited private parking, the introduction any restrictions is likely to significant impact on residents and their visitors.

As with Worden Park should significant displacement take place then Lancashire County Council may initially request the Council to withdraw the charges, should the Council continue with the charges then LCC would most likely consult with residents over the introduction of further restrictions on some roads to prevent displacement. Should LCC have to consider introducing restrictions these would likely be No Parking 10am – 4pm Monday to Sunday on the roads closest to the park.

Car Parking Consultation Results

A number of options have been proposed relating to the introduction of charges and restrictions on various car parks throughout the borough. In order to gain the views of residents a consultation was undertaken via the South Ribble website and presentations at the five Neighbourhood Forums starting in Penwortham on 13 October 2016 and finishing in Western Parishes on 17 November 2017. The consultation via the website ran from the 13th October until the 21st November 2017 and was visited by 188 residents. In addition a further 2 written responses were received, making a total of 190 responses. The proposals and results for the individual car parks are detailed below.

Worden Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible changes in relation to Traffic Regulation Orders on the surrounding roads.

- A total of 85 responses were received
- 25 were in favour of the introduction of charges
- 45 were opposed to the introduction of charges
- 13 did not comment
- 16 were in favour of additional restrictions
- 53 were opposed to additional restrictions
- 16 did not comment

Comments received:

Vehicles parking on the surrounding roads is already a problem at weekend

Introducing charges would benefit Runshaw College

The car park would be full of students

The 3 hour restriction is perfect – why change it

The current restrictions on the surrounding roads should be removed

Current restrictions on the highway are unfair on residents

Restriction on the highway should be increased from 10am to 10pm

Extend the restrictions on Dalehead Road

Except for Access – not being enforced

Lack of on-street enforcement

No on-street restrictions at weekend or during the holidays

£1 charge very reasonable and overdue

Opposed to any restrictions on Parkgate Drive

If charges are introduced – don't alter the existing restrictions unless it becomes a problem

Would be in favour only if residents only parking is introduced

Permit scheme for residents in the surrounding roads

Should be free parking at weekends

First hour should be free

First 2 hours free then £2 for the rest of the day

The car park should be free at weekends

Will increase congestion in the surrounding area

Edale Close – no problems and would not like any restrictions

Enforce the existing on street restrictions

Parking charges a good idea – if restrictions are introduced on Parkgate Drive

Withy Grove Park

The proposal of the introduction of a £1 charge on the car parks which would apply 10.00 – 16.00 seven days a week. Views were also sought on possible introduction of Traffic Regulation Orders on the surrounding roads.

- A total of 37 responses were received
- 3 were in favour of the introduction of charges
- 26 were opposed to the introduction of charges
- 8 did not comment
- 37 were opposed to the introduction of restrictions on surrounding roads

Comments received:

No charge – use of the parks should be encouraged

No toilets or facilities – what are we paying for?

Strongly object to on-street restrictions

Resident's permits

Restrictions not necessary

Charges will deter visitors to the park

No objection to the charge

Strongly object to charges – I would not use the park

How will the on-street restrictions be enforced?

Park will not be used

Rugby/football teams will suffer

Current on-street restrictions not being enforced

Terrible idea

Car park not big enough in summer

Trial period of no restriction

Charges seem fair

General Pay & Display Car Parking Charges

Proposals for simplifying the current tariffs and introducing a charge of £1 for up to 3 hours with the remaining charges unchanged.

- A total of 14 responses were received
- 5 were in favour of the changes to tariffs
- 9 were opposed to changes in tariffs

Bowling Terrace, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 31 responses were received
- None were in favour of the introduction of restrictions
- 31 were opposed to the introduction of restrictions

East Street, Leyland

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 5 responses were received
- 2 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

Ryefield Avenue, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 10 responses were received
- 1 was in favour of the introduction of restrictions
- 9 were opposed to the introduction of restrictions

Liverpool Road, Penwortham

The proposed introduction of a time related restriction on this car park, possibly a 2 hour maximum stay no return within 2 hours.

- A total of 8 responses were received
- 5 were in favour of the introduction of restrictions
- 3 were opposed to the introduction of restrictions

St Catherine's Park

The proposed introduction of a time related restriction on this car park.

- No responses were received

Comparison of Car Parking Charges with Adjacent Towns

	Preston (Council) Various car parks	Preston (Private) Various car parks	Chorley (Council) Short Stay	Chorley (Council) Long Stay	Chorley (Private)	South Ribble (Council) Short Stay	South Ribble (Council) Long Stay	South Ribble (Private)
Up to 1 hours	£1.20 – £1.40	£1.20 – £1.30	FREE					
Up to 2 hours	£2.00 – £2.60	£2.00				0.50p	0.50p	0.50p
Up to 3 hours	£2.50 – £3.40	£2.50 - £2.70	£1.00	FREE	0.90p	0.80p	0.80p	£1.00
Up to 4 hours	£3.00 – £4.70	£3.50			£1.20	£1.50	£1.50	£1.50
Over 4 hours							£3.00	
Up to 5 hours		£4.50	1.80			£3.00		
Over 5 hours		£7.50				£10.00		
Up to 9 hours								
Up to 12 hours	£4.00 – £4.70	£4.00		£3.50				
Up to 24 hours	£6.00 – £10.00	£6.00			£3.00			£2.50
Railway Station 1 day ticket		£12.00			£2.50	£1.00		
5 day ticket								£8.00
7 day ticket						£4.00	£10.00	
Free 1 hour bays						57 designated spaces		

GENERAL CAR PARKING CHARGES

The Council's Pay and Display Car Parks (Pay and Display) operate from Monday to Saturday with Sunday being free of charges.

Short stay car parks are located at: Leyland – Sumner Street, Ecroyd Street (Leyland Market), and Churchill Way.

Long stay car parks are located at King Street Leyland and Hope Terrace Lostock Hall.

There is also the Railway car park at Chapel Brow, Leyland.

Currently South Ribble operate two tariffs on its car parks for short stay and long stay. The town centre car parks are designated short stay car parks and are intended for use by shoppers. Long stay are intended for shoppers, commuters and office/shop workers.

The current tariffs are as follows:-

<i>Short Stay Tariffs</i>	<i>Long Stay Tariffs</i>
Up to 2 hours 50p	Up to 2 hours 50p
3 hours 80p	3 hours 80p
4 hours £ 1.50	4 hours £ 1.50
5 hours £ 3.00	5 hours £ 3.00
Over 5 hours £10.00	Over 5 hours £10.00
1 hour free parking in blue bays (no return within 1 hour)	1 hour free parking in blue bays (no return within 1 hour)

Railway Station Tariff

This car park is part owned by the Council and Network Rail, although the council takes responsibility for its management and retains any income from charges and the issue of Penalty Charge Notices. Any changes to the tariff would need to be agreed with Network Rail.

Per Day	£ 1.00
Per Week	£ 4.00

Recommendation

Tariffs within South Ribble are relatively low in comparison to other authorities. It is recommended that Car Parking tariffs should be simplified by removing the two lower tariffs of 50p for up to 2 hours and 80p for up to 3 hours.

It is proposed that these are replaced by a new tariff of £1.00 for up to 3 hours.

It is also proposed to increase the tariff on the railway carpark from £1.00 to £1.50 per day and £4.00 to £6.00 per week.

A comparison of the charges for neighbouring authorities has also been carried out and is shown in **Appendix 2b**. This shows that even if the proposed increases are implemented, that the Council's car parking charges are still relatively low and represent good value for money.

Financial Implications

Revision of Existing Car Parking Charges	
Forecasted Additional Annual Income	£40,000
Forecasted Additional Annual Cost (enforcement, cash collection etc.)	nil
Forecasted Net Income	£40,000
Set up costs	£3,000

Other Car Parks

The consultation process asked for feedback about the proposed introduction of restrictions at a number of other council car parks. This was due to either members, officers or residents identifying issues which in the main were in relation to cars being parked for long periods of time, thus denying spaces for shoppers etc. Car parks included in the consultation were Bowling Terrace off Leyland Lane Leyland, East Street Leyland, Ryefield Avenue off Hawksbury Drive Kingsfold, Liverpool Road Higher Penwortham and St Catherine's Park Lostock Hall. Letters were sent out to those residents considered to be affected.

As can be seen from the consultation responses in **Appendix 2a**, there is nothing to suggest any changes to these car parks.

BUILDING CONTROL FEES AND CHARGES

The Building Control trading account has made a small trading surplus in 2015/16 and a trading surplus in 2016/17 after a period of the trading account being in deficit. The Building Control Manager has undertaken a fundamental review of the Building Control charging policy in order to build upon and maintain the service's position within a competitive market. The existing pricing policy is attached at **Appendix 4a** and the proposed pricing policy is attached at **Appendix 4b**.

In summary, the range of charges has been reduced and in some instances replaced on a quote by quote basis. Quantifying accurately the additional income this will generate is problematic within a trading function which is demand led but the Budget Holders estimates that if current demand is replicated in future additional income generated could be circa. £20,000.

The Building Control trading account has been operating in deficit for some years which has been a budget pressure up until 2016/17. This pricing proposal is presented in the belief it will maintain competitiveness and prevent the trading account dropping back into a trading loss position.

Building Control Fees and Charges have remained unchanged since 4th January 2011. A review of the current charges has taken place to assess the amount of officer time taken on each type of job for inspections and administration. It is felt that the proposed charges represent a fair reflection of the time taken to recover costs in order to break even over a given period. We have also added more standard fees because of changing trends in building work.

The proposed charges are in line with neighbouring authorities and may offer more flexibility in attracting further work previously undertaken by approved inspectors in the private sector.

BUILDING CONTROL - CURRENT CHARGING POLICY



SOUTH RIBBLE BOROUGH COUNCIL

in partnership with
Preston City Council and Chorley Borough Council

BUILDING REGULATION CHARGES

The Building (Local Authority Charges) Regulations 2010

Charges with effect from 4th January 2011

Explanatory Notes

- 1.0 Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please contact the Building Control Office on 01772 625521.
- 2.1 Charges are payable as follows:-
- 2.2 Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.3 With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.4 Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
- 2.5 Should you apply for a regularisation certificate, regarding unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is individually assessed.
- 3.0 Table A: Charges for small domestic buildings e.g., certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table E applies.
- 4.0 Table B: Where work comprises more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge.
Please note however, the area of loft conversions or loft conversions may not be aggregated to an extension but a 50% discount can be applied. If the extension(s) exceed 80m² or three storeys in height then Table E applies (subject to a minimum plan charge equal to a minimum build cost of £60,000).
- 5.0 Table C: Standard charges for minor works to dwellings.
- 6.0 Table D: Standard charges for extensions and new builds other than dwellings i.e. shops, offices, industrial, hotels, storage, assembly etc.
- 7.0 Table E: Applicable to all other building work not covered by Tables A, B, C or D. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.

8.1 Exemptions/reduction in charges:

8.2 Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.

8.3 Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20.00%.

TABLE A

STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
1	165.37	198.44	436.42	523.70	601.79	722.14
2	226.02	271.22	604.29	725.15	830.31	996.37
3	297.67	357.20	767.51	921.01	1065.18	1278.21
4	369.34	443.21	886.74	1064.09	1256.08	1507.30
5	446.51	535.81	981.67	1178.00	1428.18	1713.81
6	523.69	628.43	1103.21	1323.85	1626.90	1952.28
7	545.74	654.89	1178.47	1414.16	1724.21	2069.05
8	567.80	681.36	1374.09	1648.91	1941.89	2330.27
9	589.84	707.81	1569.74	1883.69	2159.58	2591.50
10	595.36	714.43	1783.90	2140.68	2379.26	2855.11

STANDARD CHARGES FOR NEW HOUSING (floor area between 301m² and 700m²)

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
Single Dwelling with floor area between 301m ² and 500m ²	200.00	240.00	600.00	720.00	800.00	960.00
Single Dwelling with floor area between 501m ² and 700m ²	200.00	240.00	800.00	960.00	1000.00	1200.00

Notes:

- For more than 10 dwellings or if the floor area of the dwelling exceeds 700m² the charge is individually determined.
- All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

TABLE B

**STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS,
EXTENSIONS AND ALTERATIONS TO DWELLINGS**

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND DOMESTIC ALTERATIONS						
Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
CATEGORY 1: Extensions to dwellings						
Extension(s): Internal floor area not exceeding 5m²	285.11	342.13	Inc.	Inc	285.11	342.13
Internal floor area over 5m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
Internal floor area over 40m² but not exceeding 60m²	127.66	153.19	361.70	434.04	489.36	587.23
Internal floor area over 60m² but not exceeding 80m²	127.66	153.19	510.64	612.77	638.30	765.96
CATEGORY 2: Garages and Carports						
<i>Erection or extension of detached or attached building or an extension to a dwelling:</i>						
which consists of a garage, carport, or both, having a floor area not exceeding 40m² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	200.00	240.00	Inc.	Inc	200.00	240.00
where the garage extension exceeds a floor area of 40m² but does not exceed 60m²	285.11	342.13	Inc.	Inc	285.11	342.13
CATEGORY 3: Loft Conversions and Dormers						
<i>Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work. The fee cannot be less than shown below:</i>						
Erection of room in roof space with a floor area not exceeding 40m ²	127.66	153.19	246.81	296.17	374.47	449.36

Notes:

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Multiple Works

The floor area of loft conversions or dormer extensions may not be aggregated to an extension but a 50% discount can be applied.

TABLE C

STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	85.11	102.13	Inc.	Inc.	85.11	102.13
2. Underpinning with a cost not exceeding £30,000	212.77	255.32	Inc.	Inc.	212.77	255.32
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	212.77	255.32	Inc.	Inc.	212.77	255.32
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	85.11	102.13	Inc.	Inc.	85.11	102.13
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	170.21	204.25	Inc.	Inc.	170.21	204.25

* Not carried out under a Competent Person Scheme.

All other work within dwellings will be charged as set out in Table E.

TABLE D

EXTENSIONS AND NEW BUILD – OTHER THAN TO DWELLINGS
(i.e. shops, offices, industrial, hotels, storage, assembly etc.)

Note: must be submitted as a Full Plans application
(other than application for replacement windows)

Category of work	Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1	Internal floor area not exceeding 10m²	285.11	342.13	Inc.	Inc.	285.11	342.13
2	Internal floor area over 10m² but not exceeding 40m²	127.66	153.19	246.81	296.17	374.47	449.36
3	Internal floor area over 40m² but not exceeding 80m²	127.66	153.19	404.26	485.11	531.92	638.30
4	Shop fit out not exceeding a value of £50,000	212.77	255.32	Inc.	Inc.	212.77	255.32

Category of work	Proposal	Plan Deposit Charge		Inspection Charge	
		Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
5	Replacement windows or doors	Based on estimated cost of work See Table E			

TABLE E

STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B, C
& D
(excludes individually determined charges)

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice Charge	
From	To	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
0	1,000	93.62	112.34	Inc.	Inc.	93.62	112.34
1,001	5,000	204.26	245.11	Inc.	Inc.	204.26	245.11
5,001	7,000	212.77	255.32	Inc.	Inc.	212.77	255.32
7,001	10,000	225.00	270.00	Inc.	Inc.	225.00	270.00
10,001	20,000	72.50	87.00	225.00	270.00	297.50	357.00
20,001	30,000	85.00	102.00	300.00	360.00	385.00	462.00
30,001	40,000	107.50	129.00	350.00	420.00	457.50	549.00
40,001	50,000	135.00	162.00	405.00	486.00	540.00	648.00
50,001	75,001	166.00	199.20	499.00	598.80	665.00	798.00
75,001	100,000	212.50	255.00	637.50	765.00	850.00	1020.00

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within Table B then the charge for this additional work (as indicated in Table E) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes:

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

PROPOSED CHARGING POLICY

BUILDING REGULATION CHARGES

The Building (Local Authority Charges) Regulations 2010 Charges with effect from 1st January 2018

Explanatory Notes

- 1.0** Before you build, extend or convert, you or your agent must advise your local authority either by submitting Full Plans or a Building Notice. The charges payable depends on the type of work, the number of dwellings in a building and the total floor area. The following tables may be used in conjunction with the current scheme to calculate the charges. If you have difficulties calculating the charges, please contact the Building Control Office on 01772 625423.
- 2.0 Charges are payable as follows:**
- 2.1** Should you submit Full Plans you will pay a plan charge at the time of submission to cover their passing or rejection.
- 2.2** With Full Plans submissions, for most types of work, an inspection charge covering all necessary site visits will be payable following the first inspection.
- 2.3** Should you submit a Building Notice, the appropriate Building Notice charge is payable at the time of submission and covers all necessary checks and site visits.
- 2.4** Should you apply for a regularisation certificate, regarding unauthorised building work, commenced on or after 11 November 1985, you will pay a regularisation charge to cover the cost of assessing your application and all inspections. The charge is individually assessed, but typically will be a minimum of 150% greater than the gross Building Notice charge.
- 3.0 Table A:** Charges for small domestic buildings e.g., certain new dwelling houses and flats. Applicable where the total internal floor area of each dwelling, excluding any garage or carport does not exceed 300m² and the building has no more than three storeys, each basement level being counted as one storey. In any other case, Table D applies.
- 4.0 Table B:** Where work comprises more than one domestic extension the total internal floor areas of all the extensions shown on the application may be added together to determine the relevant charge. Please note however, the area of loft conversions or loft conversions may not be aggregated to an extension but a 50% discount can be applied. If the extension(s) exceed 100m² or three storeys in height then Table D applies (subject to a minimum plan charge equal to a minimum build cost of £100,000).
- 5.0 Table C:** Standard charges for minor works to dwellings.
- 6.0 Table D:** Applicable to all other building work not covered by Tables A, B, C or D. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application excluding VAT and any professional fees paid to an architect, engineer or surveyor, etc., and also excluding land acquisition costs.
- 7.0** All other non-domestic works will be individually determined.
- 8.0 Exemptions/reduction in charges:**
- 8.1** Where plans have been either approved or rejected no further charge is payable on resubmission for substantially the same work.
- 8.2** Works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access are exempt from charges. In these regulations 'disabled person' means a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 29(1) by paragraph 11 of schedule 13 to the Children Act 1989. The work must be for the sole use of the disabled person.

With the exception of the regularisation charge, all local authority Building Regulation charges are subject to VAT at 20%.

**TABLE A - STANDARD CHARGES FOR NEW HOUSING (up to 300m² floor area) or
FOR NEW DWELLINGS – FORMED BY CONVERSION / CHANGE OF USE**

	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc. VAT	Basic charge	Inc. VAT	Basic Charge	Inc. VAT
1	180.00	216.00	420.00	504.00	600.00	720.00
2	230.00	276.00	605.00	726.00	835.00	1002.00
3	280.00	336.00	740.00	888.00	1020.00	1224.00
4	330.00	396.00	875.00	1050.00	1205.00	1446.00
5	380.00	456.00	1010.00	1212.00	1390.00	1668.00

1. For more than 5 dwellings or if the floor area of the dwelling exceeds 300m² the charge is individually determined.

**TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS,
EXTENSIONS AND ALTERATIONS TO DWELLINGS**

CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND DOMESTIC ALTERATIONS						
Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
<i>CATEGORY 1: Extensions to dwellings</i>						
Extension(s): Internal floor area not exceeding 5m ²	125.00	150.00	200.00	240.00	325.00	390.00
Internal floor area over 5m ² but not exceeding 40m ²	150.00	180.00	250.00	300.00	400.00	480.00
Internal floor area over 40m ² but not exceeding 70m ²	150.00	180.00	350.00	420.00	500.00	600.00
Internal floor area over 70m ² but not exceeding 100m ²	150.00	180.00	500.00	600.00	650.00	780.00
<i>CATEGORY 2: Garages and Carports</i>						
<i>Erection or extension of detached or attached building or an extension to a dwelling:</i>						
which consists of a garage, carport, or both, having a floor area not exceeding 60m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	100.00	120.00	200.00	240.00	300.00	360.00
<i>CATEGORY 3: Loft Conversions and Dormers</i>						
<i>Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work. The fee cannot be less than shown below:</i>						
Erection of room in roof space with a floor area not exceeding 40m ² (without dormer)	150.00	180.00	250.00	300.00	400.00	480.00
Erection of room in roof space with a floor area not exceeding 40m ² (with dormer)	150.00	180.00	300.00	360.00	450.00	540.00

TABLE C - STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Building Notice Charge	
	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	100.00	120.00	Inc.	Inc.	100.00	120.00
2. Underpinning with a cost not exceeding £30,000	250.00	300.00	Inc.	Inc.	250.00	300.00
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	250.00	300.00	Inc.	Inc.	250.00	300.00
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	100.00	120.00	Inc.	Inc.	100.00	120.00
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	200.00	240.00	Inc.	Inc.	200.00	240.00
6. Removal of load bearing wall and insertion of steel beam/s	150.00	180.00	Inc.	Inc.	150.00	180.00
7. Installation of heating appliance to a single dwelling e.g. Wood burning stove.	200.00	240.00	Inc.	Inc.	200.00	240.00

*Not carried out under a Competent Person Scheme.

All other work within dwellings will be charged as set out in Table D.

TABLE D - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B & C
(excludes individually determined charges)

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice Charge	
From	To	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT	Basic Charge	Inc. VAT
0	1,000	100.00	120.00	-	-	100.00	120.00
1,001	5,000	100.00	120.00	100.00	120.00	200.00	240.00
5,001	10,000	100.00	120.00	150.00	180.00	250.00	300.00
10,001	20,000	100.00	120.00	250.00	300.00	350.00	420.00
20,001	30,000	150.00	180.00	300.00	360.00	450.00	540.00
30,001	40,000	150.00	180.00	400.00	480.00	550.00	660.00
40,001	50,000	150.00	180.00	500.00	600.00	650.00	780.00
50,001	75,001	200.00	240.00	550.00	660.00	750.00	900.00
75,001	100,000	200.00	240.00	650.00	780.00	850.00	1020.00

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within Table B then the charge for this additional work (as indicated in Table D) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes:

All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

**Subject to a minimum plan fee of £250.00 + VAT
and inspection fee of £650.00 + VAT**

TABLE E - OTHER STANDARD CHARGES

Category of Work	Basic Charge	Inc. VAT
Copy of Completion Certificate or Decision Notice	25.00	30.00
Building Regulation Confirmation letter (e.g., letter of exemption)	67.50	81.00
Supply of information relating to Building Regulation applications or calculated by hourly rate if greater than 1 hour.	67.50	81.00
Service of Section 81 (Building Act 1984): Demolition Counter notice (No VAT)	150	-

HOW TO CONTACT US

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REPORT TO	ON
Council	17 th January 2018

September 2017



TITLE	REPORT OF
Annual Report and Update	Interim Monitoring Officer

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

The report provides an account of standards work carried out within the last 12 months.

This report is substantially the same as was reported to Standards Committee on the 7th of December 2017.

2. RECOMMENDATIONS

Council is asked to note the contents of the report

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

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

4. BACKGROUND TO THE REPORT

As Members are aware the standards regime changed fundamentally as a consequence of the introduction of the Localism Act 2011. Essentially a less regulated standards regime was introduced.

Changes included:

- The abolition of independent members on standards committee
- The abolition of the Model Code of Conduct
- Parish council members no longer to be members of standards committees

- Powers of sanction greatly reduced – in particular the power to suspend members was removed
- The introduction of the independent person – a different role to independent members
- No power of appeal against decisions of standards committee

On the back of these changes we introduced a new Code of Conduct for Members in 2012 and a new Investigation and Hearing procedure was also introduced.

Under the new arrangements it is for the Monitoring Officer to carry out an initial assessment of all complaints that come in. It should be remembered that this extends to complaints against parish/town councillors in our area as well as borough councillors.

If the Monitoring Officer believes the information received merits consideration he will after consultation with the Independent Person take a decision as to whether it should be investigated or another course of action taken. As a matter of course the Monitoring Officer discusses all complaints with the Independent Person.

If an investigation is deemed necessary this will involve the commissioning of an external investigation. Alternatively other action may be taken. For example if the member complained of is prepared to apologise for his/her action and (if appropriate) undergo training then the case could be resolved this way.

If a full investigation is carried out and a report produced then the member could be referred to a full hearing before Standards committee. In such circumstances it would be for committee to decide whether a breach of the Code of Conduct has taken place and what action should take place. It must be remembered though that powers of sanction are extremely limited.

Given how limited our powers of sanction are if all possible we try to resolve complaints by the taking of other suitable action.

5. STANDARDS COMMITTEE WORK

Members will no doubt recall that one of the recommendations of the Scrutiny review into issues relating to the council's licensing service was that: "The Standards Committee be strengthened and role be enhanced to improve the ethical governance of the authority and set the standard for Members and Officers to follow."

In last year's annual report Members were asked to consider how best to achieve this. The development of a work programme for standards committee was considered key to achieving this.

In this context it is pleasing to note just how much has been achieved by Standards committee in the last 12 months. In particular Standards committee has dealt with the following issues in this time period:

- The development of a Social Media Protocol
- A review of the Council's Code of Conduct for Elected Members
- The development of a Guidance document for the Code of Conduct
- The appointment of a Second Independent Person
- The development of revised terms of reference for Standards committee
- The amending and updating of our Hearing and Investigation Procedure for Dealing with Complaints
- The granting of dispensations for the budget debate
- Considering a report into our Confidentiality arrangements

- Considering a report into the development of a Member Officer Protocol.

The appointment of a second Independent Person was particularly important. This provides the Monitoring Officer with more support for dealing with complaints. It should improve our flexibility and speed with dealing with complaints.

As a consequence of the updating of our Hearing and Investigation Procedure we now have the ability to call a Hearings Panel to carry out the initial assessment of complaints received. In particular our Policy states:

“The Monitoring Officer has the discretion to refer the initial assessment of a complaint to a Hearing Panel for their consideration This may be appropriate, for example in cases of particular complexity or sensitivity.”

During the course of this year there have been three such Panel meetings. It is considered that they have functioned well. Three members of the committee are identified to sit on the Panel. An Independent Person and the Monitoring Officer are also in attendance.

6. Complaints

For the year 1st of November 2016 to 31st of October 2017 there have been 23 standards complaints. There were 12 such complaints in the previous 12 months.

Further it should be pointed out that since the 1st of November 2017 there have been 4 further complaints.

The comfortable majority of the complaints brought have been brought by councillors against fellow councillors. Of particular note is that 10 of the 23 complaints were brought by two individual councillors.

There have been no complaints against parish councillors throughout this period.

Of these 23 cases a decision to take no action was made in 9 cases. In a further 2 cases no further action was taken as the councillor complained had chosen to make an appropriate apology of their own volition. In 2 cases other action was taken – the issuing of a clarification statement in one case and the offer of an apology in another case. It is proposed to resolve another 4 related complaints by the taking of informal action (at the time of writing this has not quite been finalised). There are six complaints in which decisions are pending. In addition to this there are the four new complaints that have been received since the 1st of November.

The subject matter of the complaints is quite wide and diverse. The most common issue of complaint relates to not treating others with respect.

In the interests of clarity in addition to the above there was the Scrutiny complaint against 5 members relating to the handling of licensing issues. This complaint was first articulated prior to the 1st of November 2016 but was only resolved this year at a meeting of a Standards Panel. The complaint was resolved by the taking of informal action/resolution.

7. Ombudsman Complaints

Complaints to the Ombudsman are ordinarily not directly related to member conduct - rather they are complaints brought by members of the public against the quality of services delivered.

For the year 1st of April 2016 to 31st of March 2017 16 complaints were made to the Ombudsman about the council. This compares with 11 complaints being made against the council in the previous 12 month period.

Of these 16 complaints 5 related to Benefits and Tax, 4 to Environmental services, 1 to Housing services, 5 to Planning and Development and one other.

During the same period (1st of April 2016 to 31st of March 2017) 18 decisions were made with regard to the complaints submitted against the council. The reason for the discrepancy in the figures is that some of the complaints were submitted in an earlier period but were only resolved during the year in question.

Of these 18 decisions:

- 2 were rejected because they were incomplete or invalid
- 7 were referred back for local resolution – i.e. for the council to look into
- 4 were closed after initial inquiries
- 1 was not upheld
- 4 were upheld

Of the 4 complaints that were upheld no action was required in two of them as whilst fault was found on the part of the council no injustice was caused which required a remedy. One of the remaining two cases was resolved by the giving of an apology and the other was resolved with the paying of financial redress (£150), the giving of an apology and agreeing to review our complaint procedures.

8. Attendance Figures

Overall councillors' figures for attending council/committee meetings are very high.

On our website councillor's individual attendance records can be accessed. For those councillors who have been on the council for a number of years these records go back to 2007/2008.

For the year May 2016 to May 2017 attendance figures for councillors attending meetings is as follows:

- 12 councillors attended 100% of council and committee meetings (committees that that they were a member of)
- 14 councillors attended between 90% and 99% of such meetings
- 11 councillors attended between 80% and 89% of such meetings
- 9 councillors attended between 70% and 79% of such meetings
- 3 councillors attended between 60% and 69% of such meetings
- 1 councillor attended less than 50% of such meetings

9. Training

Whilst ad hoc training has been provided on standards issues during the last 12 months and the Monitoring Officer has attended an all-day training event delivered by specialists in the field nevertheless it is considered that we need to do more on training. As has already been referred to we have started to call Standards Panels in appropriate cases. Whilst such hearings have gone well training with regard to this particular (and new) function would be desirable.

We also need to consider providing general standards training/awareness raising for all members

10. Moving Forward

It is good to note that over the last 12 months we have achieved a great deal.

Standards committee has been very productive.

Clearly though we need to keep the momentum going.

11. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

11.1 Comments of the Statutory Finance Officer

There are no financial implication arising from this report.

11.2 Comments of the Monitoring Officer

Standards Committee has been busy for the last 12 months. It is important that we continue to work on raising its profile in the council. The regular reporting of the minutes to Standards Committee to full Council helps in this regard.

Other implications:	
▶ Risk	<ul style="list-style-type: none">• We must remain committed to having a robust standards regime in place – if we failed to do this then reputational damage could ensue
▶ Equality & Diversity	<ul style="list-style-type: none">• It is not considered that there is any adverse impact on equality and diversity issues as a result of this report
▶ HR & Organisational Development	<ul style="list-style-type: none">• There are no HR implications
▶ Property & Asset Management	<ul style="list-style-type: none">• There are no Property implications
▶ ICT / Technology	<ul style="list-style-type: none">• There are no ICT implications

8. BACKGROUND DOCUMENTS (or there are no background papers to this report)

None

SMT Member's Name – David Whelan

Job Title – Interim Monitoring Officer

Report Author:	Telephone:	Date:
David Whelan	01772 625247	29 th of November 2017

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Motion submitted for Council 17th January 2018.

Due to financial pressures faced by this authority, the council are forced to look at measures to make efficiencies and generate revenue. All areas should be explored by this council.

From April, the council will bring in a charge to residents for brown waste collections which is a non-statutory service, and increase car parking charges in our town centres. For the "jewel in the crown", Worden Park, the council is proposing to introduce car park charges, and in last year's budget it was forecast council tax will rise this year putting a greater burden on residents.

We feel that as Councillors we should be the ones who lead by example in these difficult financial times.

Therefore, this council agrees free of charge committee meals for elected members should be abolished with immediate effect in line with many other local authorities, to ease the pressure on this council's budget and to demonstrate our support to our local residents and businesses.



Proposed by Councillor Paul Wharton



Seconded by Councillor Claire Hamilton

Submitted 4th January 2018



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Motion for full council 17th January 2018

For elected members to be consuming alcohol before making decisions which can affect the lives of many residents and businesses across our borough simply is not right. Any amount of alcohol can affect a persons decision making ability. Most private sector employers have an outright ban on alcohol during working hours and our residents should expect the same from their elected members.

Therefore, this council agrees that all councillors should not attend meetings, or act as representatives of the council if they are under the influence of alcohol, as their ability to contribute and their judgement will be impaired.

Proposed by Councillor Paul Wharton



Seconded by Councillor Claire Hamilton



Submitted 4th January 2018.



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