

CABINET

WEDNESDAY, 13TH NOVEMBER, 2019, 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 - 16)

Minutes of the Cabinet meeting held on 16 October 2019 attached to be signed as a correct record.

3 Declarations of Interest

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

4 Cabinet Forward Plan

(Pages 17 - 26)

Cabinet Forward plan for the 12 month period 1 November 2019 to 31 October 2020 attached.

5 Recommendations from Scrutiny Committee

Recommendations from the Scrutiny Budget and Performance Panel being held on Monday 11 November 2019 (to follow).

ITEM(S) OF THE LEADER OF THE COUNCIL (INTRODUCED BY COUNCILLOR PAUL FOSTER)

6 Quarter 2 Performance Monitoring Report

(Pages 27 - 70)

Report of the Interim Chief Executive attached.

ITEM(S) OF THE DEPUTY LEADER AND CABINET MEMBER

FOR HEALTH, WELLBEING AND LEISURE (INTRODUCED BY COUNCILLOR MICK TITHERINGTON)

7 Holiday Hunger Scheme (Pages 71 - 78)

Director of Neighbourhoods and Development attached.

8 Leyland Music Festival (Pages 79 - 86)

Report of the Director of Neighbourhoods and Development attached.

9 Youth support programme (Pages 87 - 96)

Report of the Director of Neighbourhoods and Development attached.

ITEM(S) OF THE CABINET MEMBER FOR COMMUNITY ENGAGEMENT, SOCIAL JUSTICE AND WEALTH BUILDING (INTRODUCED BY COUNCILLOR ANIELA BYLINSKI GELDER)

10 Approval of the Council Tax Support Scheme to be adopted for 2020/21 (Pages 97 - 116)

Report of the Director of Customer and Digital attached.

ITEM(S) OF THE CABINET MEMBER FOR FINANCE, PROPERTY AND ASSETS, (INTRODUCED BY COUNCILLOR MATTHEW TOMLINSON)

11 Review of Investment Property Strategy (Pages 117 - 126)

Report of the Assistant Director of Property and Housing attached.

12 Options Appraisal and Business Case for the McKenzie Arms, Bamber Bridge (Pages 127 - 134)

Report of the Assistant Director of Property and Housing attached.

13 ReportBudget Monitoring 2019/20 - Month 6 (Sept) (Pages 135 - 152)

Report of the Interim Section 151 Officer attached.

ITEM(S) OF THE CABINET MEMBER FOR THE ENVIRONMENT (INTRODUCED BY COUNCILLOR SUSAN JONES)

14 Procurement of Fuel Contract (Pages 153 - 156)

Report of the Director of Neighbourhoods and Development attached.

15 Preston and South Ribble Flood Defence Scheme

(Pages 157 - 166)

Report of the Director of Neighbourhoods and Development attached.

ITEM(S) OF THE CABINET MEMBER FOR PLANNING, REGENERATION AND CITY DEAL (INTRODUCED BY COUNCILLOR BILL EVANS)

16 Central Lancashire Memorandum of Understanding on Housing Provision and Distribution

(Pages 167 - 182)

Report of the Director of Planning and Property attached.

17 Exclusion of Press and Public

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 1: Information relating to any individual.
Condition:

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

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

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

Condition:

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

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

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

The Charities Act 1993

ITEM(S) OF THE CABINET MEMBER FOR FINANCE, PROPERTY AND ASSETS, (INTRODUCED BY COUNCILLOR MATTHEW TOMLINSON)

18 Options Appraisal and Business Case for the McKenzie Arms, Bamber Bridge - Appendix

(Pages 183 - 278)

Confidential Appendix attached.

19 Vehicle Procurement

(Pages 279 - 286)

Report of the Director of Neighbourhoods and Development attached.	
20 Review of Management Accountancy Report of the Director of Policy and Governance attached.	(Pages 287 - 294)
21 Review of Financial Systems and Exchequer Services Report of the Director of Policy and Governance attached.	(Pages 295 - 300)

Gary Hall
INTERIM CHIEF EXECUTIVE

Electronic agendas sent to Members of the Cabinet Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans, Susan Jones and Matthew Tomlinson

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

Forthcoming Meetings
6.00 pm Wednesday, 22 January 2020 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

MINUTES OF CABINET

MEETING DATE **Wednesday, 16 October 2019**

MEMBERS PRESENT: Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans, Susan Jones and Matthew Tomlinson

OFFICERS: Gary Hall (Interim Chief Executive), Jane Blundell (Interim Section 151 Officer), Dave Whelan (Legal Services Manager/Interim Monitoring Officer), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), Jonathan Noad (Director of Planning and Property), Peter McHugh (Assistant Director of Property and Housing) and Dianne Scambler (Democratic and Member Services Team Leader)

OTHER MEMBERS AND OFFICERS: Councillor Jacky Alty (Member Champion (Social Justice and Equality)), Councillor Jane Bell (Deputy Mayor, Member Champion (Older People) and (Safeguarding)), Councillor Renee Blow, Councillor Damian Bretherton, Councillor Matt Campbell, Councillor Colin Clark, Councillor Derek Forrest (Member Champion (Armed Forces)), Councillor Mary Green, Councillor Michael Green, Councillor David Howarth (Leader of the Liberal Democrats Group), Councillor Chris Lomax, Councillor Keith Martin, Councillor Christine Melia, Councillor Caroline Moon (Deputy Leader of the Opposition and Deputy Leader of the Conservative Group), Councillor Jacqueline Mort (Member Champion (Member Development)), Councillor Alan Ogilvie, Councillor Margaret Smith (Leader of the Opposition and Leader of the Conservative Group), Councillor Phil Smith, Councillor Stephen Thurlbourn, Councillor Matthew Trafford (Member Champion (Youth)) and Councillor Karen Walton

PUBLIC: 6

38 Apologies for Absence

None.

39 Statement by Councillor Colin Clark

The Leader of the Council, Councillor Paul Foster informed Members that Councillor Colin Clark wished to address the meeting.

Councillor Colin Clark addressed the meeting as follows:

I would like to make a statement regarding a report that was considered by Cabinet on the 20 March 2019 concerning Worden Hall. I presented the report at Cabinet and subsequently voted on the recommendations.

The report concerned the securing of potential investors and/or occupiers to enable the Main Hall in Worden Park to be brought back into use. Cabinet decided to grant approval to permit officers to enter into negotiations with a company referred to only as Bidder A. Following on from the council elections in May it became a matter of public knowledge that Bidder A was Leyland Masonic Properties.

For some years I have been a member of a Masonic Lodge, which is based at Chorley Masonic Hall, and I have always openly declared my membership of a Masonic Lodge on my Register of Interests form. I accept that it is desirable for me to explain in public my dealings in this matter.

Shortly after I became the Cabinet Member for Corporate Support and Assets in November 2018 I was approached by a representative from Leyland Masonic Properties. He informed me that they were looking at a number of possible locations in the Leyland area to use as their meeting venue and these included Worden Hall. I agreed to arrange an introductory meeting with officers and I took no part in negotiations after that point.

I was subsequently informed by officers that six initial expressions of interests had been received by the council for the use of Worden Hall and I was informed that one of these was from Leyland Masonic Properties.

The list of six initial expressions of interest subsequently became two bidders.

I did not know that Leyland Masonic Properties were Bidder A when I presented the report to Cabinet in March. However, I now recognise that, whilst I had no direct relationship with Leyland Masonic Properties, from a public perception point of view some people may think that I had an interest in the decision being made.

In hindsight, given my earlier involvement in the matter, I now accept that it would have been sensible for me to have taken advice from the Council's Monitoring Officer at the time, which regretfully I failed to do.

40 Minutes of the Last Meeting

Decision made (Unanimously):

That the minutes of the Cabinet meeting held on Wednesday 11 September 2019 be approved as a correct record for signing by the Leader of the Council.

41 Declarations of Interest

There were no declarations of any interest.

42 Cabinet Forward Plan

Decision made (Unanimously):

That the Cabinet Forward Plan be noted.

43 Recommendations from Scrutiny Committee

Decision made (Unanimously):

That the Cabinet accept and will action all the recommendations of the Scrutiny Committee held on 2 September 2019 and the Scrutiny Budget and Performance Panel held on 9 September 2019.

44 South Ribble Council Branding

The Leader of the Council, Councillor Paul Foster presented a report of the Interim Chief Executive that outlined options for new or updated South Ribble Borough Council branding.

The Council's brand and logo had been in place for a number of years and was originally created in partnership with Runshaw College. The logo, colours and associated branding are used both internally and externally across the Borough. Limited versions of the logo are available which can cause design challenges and brand inconsistencies.

The Leader explained that a brand is the way that our customers perceive us and encompasses the entire experience. The vision for the Council is to be modern and accessible for all; an organisation that listens to their stakeholders and encourages co-design and consultation, and he considered it appropriate for any new branding to reflect this.

Consultation on the current branding and options on how it could be improved would be sought from residents via a new Citizens survey that was planned to be undertaken shortly and the Leader also commented that it had been several years since a Citizens Survey had been carried out across the Borough.

Councillor David Howarth spoke against the proposals asking if this change was actually a priority for the Council. The logo is on many fixtures across the Borough, including our rubbish containers and it would take some time and considerable cost to change everything. Councillors Michael Green, Colin Clark and Alan Ogilvie shared the same opinion.

The Leader noted Members concerns and promised that if the results of the survey indicated an agreement to change, it would be a light touch approach. Councillor Foster also stated that he would be happy for Scrutiny Committee to view the final proposals before it comes back to Cabinet for decision.

Decision made (unanimously):

1. That Cabinet agree to the wider South Ribble Borough Council brand perception to form part of the up-coming citizen survey.
2. That Cabinet considers the options for brand update/change and commits to making the minimum change necessary following the Citizen Survey feedback.
3. That Scrutiny Committee will consider the results of the Citizen Survey feedback in relation to the branding options before coming back to Cabinet for decision.

Reason(s) for the decision:

1. The current brand provision is very dated and very few design elements are available for use by the Communications Team and across the organisation.

2. The Council has a new administration and priorities and a piece of work needs to be in place to determine public perception of current brand.

Alternative Options Considered and Rejected:

1. The option to do nothing was considered and determined unviable as current brand is dated and limited design elements are available.

45 South Ribble Borough Council Website Refresh

The Cabinet Member for Finance, Property and Assets presented a report of the Director of Customer and Digital that outlined option for a refresh of the South Ribble Borough Council website (www.southribble.gov.uk).

The report outlined the proposal to refresh the South Ribble Borough Council website by way of replacing the current Content Management System (CMS) and to re-design the website with self-service and accessibility as its focus.

Chorley Council are also looking to embark on a similar project and with both scopes being similar, a joint procurement approach seemed viable. The approach will see budgetary and operational efficiencies and the proposal was for South Ribble Borough Council to lead on the project.

Each Council had conducted soft market testing with a number of suppliers individually and as a joint project. The proposal was for Cabinet to approve the joint procurement method and to waive Contract Procedure Rules, in particular paragraph 11 (High Value Procurement), to allow a direct award to the provider offering the most advantageous solution.

The Leader of the Opposition, Councillor Margaret Smith objected to waiving the contract procedure rules, considering that the reasons for the departure were not exceptional circumstances. However, the Leader, supported by the Council's Monitoring Officer were satisfied that exceptional circumstances could be demonstrated in this case.

Councillors David Howarth and Phil Smith supported the proposals along with a member of the public who commented that he had made a request for an improved website some time ago.

In response to a request made by Councillor Thurlbourn, the Interim Chief Executive agreed to circulate the list of companies to Members when the award had been made.

In response to a query by Councillor Michael Green, the Leader of the Council explained that in his opinion it was appropriate for the funding to be taken from the Place Promotion budget as the new website would promote the Borough.

Decision made (unanimously):

1. That Cabinet approves to fund the 2019/20 costs from the £20,000 allocated in the Place Promotion budget and the remainder from 2019/20 underspends.
2. That Cabinet approves an annual increase in the revenue budget from 2020/21 onwards to fund the annual licence and maintenance costs.
3. That Cabinet agrees to a joint procurement process with Chorley Council in which South Ribble Borough Council will take the lead.

4. That Cabinet agrees to waive all relevant Contract Procedure Rules (in particular paragraph 11 (High Value Procurement)) to allow Council to award the contract to one of the shortlisted providers rather than go through a procurement exercise through the Chest.
5. That Cabinet grants delegated authority to the Director of Customer and Digital in consultation with the Portfolio Holder for Finance, Property and Assets to allow a direct award to the provider offering the most advantageous solution following completion of market engagement.

Reason(s) for the decision:

1. The Digital to Improve Programme sets out the way we will advance our digital capability over the next three years, ultimately enabling us to better serve our borough, while improving the day-to-day experience for those working within the bounds of the organisation.
2. The Programme identifies that the most significant and needed incentive of all identified within the strategy is concerning the website and self-service. A refreshed website will also act as an enabler for other key projects within the strategy and provide a basis to build on the council's shift ambitions.

Alternative Options Considered and Rejected:

1. Do nothing. The option to leave the website as it is was rejected as it offers poor usability and discourages self-service for customers.
2. Procuring the project as a lone authority. This was considered, however it became clear that the project timeline and scope from both South Ribble and Chorley Councils were similar and that a joint approach could provide significant budgetary savings and operational efficiency gains.

46 Worden Hall Update

The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson presented a report of the Assistant Director of Property and Housing that updated on the outcome of the consultation exercise with residents on three viable options for investment into Worden Hall.

The consultation exercise witnessed very high levels of interest and engagement and feedback proved to be both detailed and complex. The report aimed to provide clarity in relation to the qualitative as well as quantitative data that was identified through the consultation process and recommends the next steps in order to take this project forward.

Councillor Alan Ogilvie commented as to why the offer from the Leyland Masonic Properties could not have been included in the list of options consulted upon by the public. The Cabinet Member, Councillor Matthew Tomlinson, responded by explaining that they were acting on the advice received by the professional consultants that had been commissioned by the previous administration on the viability of the Hall and that option had not been a recommendation.

Councillor Caroline Moon commented that whilst she supported the investment into the Hall, she wanted the Council to be realistic about what could actually be achieved. For a number of years, the Council had exhausted efforts into trying to get people involved in the running of the Hall and also felt that that the Council should make attempts to further explore the option of working with Leyland Masonic

Properties if still able to. Councillor Moon urged the administration to keep their minds open as there may have to be compromises made along the way.

The Leader of the Council, Councillor Paul Foster commented that Worden Hall was a public asset that will stay in the ownership of the Council for the benefit of the community and provided assurances to Councillor Karen Walton that any financial issues that may arise would be brought to Scrutiny Committee for consideration before coming back to Cabinet for decision.

Decision made (unanimously):

1. That Cabinet commits to undertake further detailed modelling and appraisal of Option 1 (Community Use) and Option 2 (small weddings/events venue) with a finalised recommendation and implementation plan back to Cabinet in January 2020.

Reason(s) for the decision:

1. An extensive consultation exercise was undertaken from 19 August to 13 September 2019, which resulted in over 500 responses to the consultation survey. Feedback was received online, through telephone contact and across four drop-in sessions which were run at Worden Hall between 2pm to 7pm each Thursday during the consultation period in order to enable the public to discuss the options directly with South Ribble Council staff. On 5 and 12 of September, Architectural consultants Purcell, who draft the initial options appraisal report were also in attendance to deal with any questions or queries.
2. The survey provided a description of each of the three options and associated costs. Respondents were given the opportunity to make comments in relation to each option and finally were asked to rank each option in order of preference, with 1 as most preferred and 3 as least.
3. The questionnaire resulted in a majority of respondent's option for Option 1 – Community Use as their most preferred option, with Option 2 – small weddings/Events Venue as the second preference. Option 3 – Large weddings/Events Venue was a distant third.

Alternative Options Considered and Rejected:

1. The Council could choose not to redevelop Worden Hall. This is not recommended as the feedback from the public consultation exercise strongly supported the Council investing in the Hall and bringing it back into use.
2. The Purcell and Amion report summarised a long list of options as part of a market review undertaken by Cushman and Wakefield on behalf of the Council in 2016 in order to select the three viable options for the financial appraisal. They discounted other options e.g. residential conversion, hotel, cultural attraction or an independent retail space as being unviable.

47 Garden Waste Charging Policy and Container Charging

The Cabinet Member for the Environment, Councillor Susan Jones presented a report of the Director of Neighbourhoods and Development that sought approval on the proposed reduction in charge for the provision of the garden waste collection service and changes in policy relating to charges for the replacement of waste containers.

Councillor David Howarth fully welcomed the reduction and hoped that it would be the first stage, requesting that Cabinet look at further reductions for those people in

receipt of Pension Credit or on low incomes. Councillor Howarth also asked for the Council to look into the provision of composting facilities, especially to benefit residents who didn't have a big enough garden to warrant paying for a service to dispose of their garden waste.

The Leader of the Council, Councillor Paul Foster agreed to the suggestions, also adding a review of the Christmas tree disposal service to the recommendations.

In response to a member of the public, The Cabinet Member for the Environment explained that when people don't renew their subscriptions, the bins are collected by the Council and reused.

Decision made (unanimously):

1. That Cabinet recommends Council to reduce the charge for the provision of the garden waste collection service from £30 per annum to £25 per annum from April 2020. This being a 17% tax reduction in the Garden Waste collection charge.
2. That Cabinet approves the changes in policy relating to the charges for the replacement of damaged waste containers.
3. That a review of the Garden Waste Charging Policy be undertaken, that will look at further reductions or removal of charges for those on pension credit or low incomes, composting and Christmas tree disposal.

Reason(s) for the decision:

1. To support Our People and Communities to seek innovative ways to ease the financial burden on residents of the borough in line with the commitment of the Council identified within the revised Corporate Plan for 2019-23.

Alternative Options Considered and Rejected:

1. To continue with the current level of charging for both services.

48 110,000 Trees a Global Legacy

The Cabinet Member for the Environment, Councillor Susan Jones presented a report of the Director of Neighbourhoods and Development that detailed the environmental benefits of planting 110,00 trees, one tree for each of our residents and how we are proposing to achieve this. The report also sought views on the proposed programme of delivery.

The Council already has in place a two for one replacement policy if trees are lost as part of development schemes, along with a scheme that encourages residents to purchase trees in the arboretum at Worden Park.

All trees would be planted between November and March and Members were provided with a four year planting programme that outlines where and how many trees would be planted.

In response to a question raised by Councillor Caroline Moon, assurances were provided that maintenance of the trees would form part of the Council's ongoing maintenance programme with the cost being met from existing revenue budgets. The annual maintenance budget would however be reviewed periodically to assess if the additional maintenance requirements of the initiative causes any budget pressures.

Although there was general support from all Councillors across the Chamber, with thanks being given to Councillors Ken and Susan Jones, some Members asked the Council to be mindful as to where the trees would be planted so as not to dramatically change a place or a landscape.

Councillor David Howarth also requested that plans be drawn up for residents of the Borough.

Decision made (Unanimously):

1. That Cabinet approves the tree planting plan detailed in the report and will provide on-going support, feedback and suggestions that can help shape/inform the ongoing process.
2. That Cabinet authorises capital expenditure on this scheme over a four year period up to the overall budget of £160,000 to be allocated from the approved Green Links capital budgets.

Reason(s) for the decision:

1. The reason for the report is to provide Cabinet with the proposals to plant 110,000 trees, one tree for each of our residents as part of a key part of the plan to combat climate change. The Council is focused on the environment, improving the air we breathe and having the right plans in place to safeguard and protect our natural environment.

Alternative Options Considered and Rejected:

1. An alternative to whip planting is standard tree planting. A standard is a single stemmed tree with multiple branches. Larger trees are heavy standards and extra-heavy standards.
The lowest price of a small standard tree can be £10-15 dependent upon numbers purchased. Ten times the cost of a whip. Based on this figure the lowest budget cost for planting standards could be as high as £1.1m, making the project financially unviable.
There would also be significant labour costs involved in planting 110,000 standard trees.

49 Central Lancashire Local Plan Issues and Options

The Cabinet Member for Planning, Regeneration and City Deal, Councillor Bill Evans presented a report of the Director of Planning and Property that presented the Central Lancashire Local Plan Issues and Options Consultation Paper, November 2019 for approval alongside details of the consultation, methods and programme. The Issues and Options Consultation paper has been endorsed by the Central Lancashire Joint Advisory Committee and therefore is a final version.

In response to queries from Members, Councillor Bill Evans explained that residents would be able to take part in the consultation by attending one of the organised drop-in sessions, if they did not have digital access and provided assurances that all the neighbourhood areas would be consulted upon.

In response to a comment made by Councillor Phil Smith on his disappointment in the process, the Interim Chief Executive explained that this was just the first stage of the process and that a lot more consultation would take place with Members ahead of its completion.

Decision made (Unanimously):

1. That Cabinet approves the Central Lancashire Issues and Options paper in Appendix One as the first stage in the preparation of the new Central Lancashire Local Plan, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
2. That Cabinet approves the document as drafted, recognising that to make any changes at this stage would delay the subsequent approval of the final version as the same version must be approved by all three Councils.
3. That Cabinet approves the proposed methods of consultation including the online portal Citizenspace, and the programme for drop-in events and elected member learning sessions.
4. That Cabinet approves the key timetable for the consultation commencing on Monday 18 November 2019 at 12.01am and closing at 12.59pm on Friday 14 February 2020, making sure that all Neighbourhood Forums are consulted.
5. That Cabinet agree to the commencement of the consultation upon the approval by all three Central Lancashire councils (subject to any call-in periods).
6. That Cabinet grants delegated authority to the Director of Planning and Property in consultation with the Portfolio Holder for Planning, Regeneration and City Deal, to undertake any minor text, layout and formatting changes as necessary.

Reason(s) for the decision:

1. The preparation of a new Local (Development) Plan is now required across Central Lancashire as the existing Core Strategy adopted in 2012, is now more than five years out of date. The Issues and Options consultation is the first stage towards the preparation of the new Local Plan, which considers the challenges and opportunities arising from the evidence collected to inform the new Local Plan, whilst also taking account of wider national policy objectives, priorities and strategies.
2. This new Local Plan must be prepared in accordance with the Town and Country Planning (Local Planning)(England) Regulations 2012 and the first stage is referred to as Regulation 18 under which, we will be preparing the Issues and Options Document, and the next planned consultation which will be the Preferred Options, expected in late 2020/21.
3. There is a strategic rationale for the three councils of Preston, Chorley and South Ribble working collaboratively to produce a single Local Plan, as a single housing market area, and functional economic market area with evidence to support high levels of spatial self-containment.
4. There are efficiencies to be gained by working collectively as plan-making is resource intensive and the Minister of Housing, Communities and Local Government have provided funding to Central Lancashire to work together in plan preparation.

Alternative Options Considered and Rejected:

None

50 Apprentice Factory Development Plan Update

The Cabinet Member for Planning, Regeneration and City Deal, Councillor Bill Evans presented a report of the Director of Planning and Property that provided Members with background information, an updated position and future proposals for the

Apprentice Factory project and how this assists with implementation of Employment and Skills Plans coming forward through the planning process.

Members were also provided with a copy of the development programme, which sets out how Apprentice Factory supports economic growth and skills development within the Council and across the Borough.

Councillor Bill Evans congratulated the work of the team, as the authority are the highest performing Council in Lancashire.

It was also important to acknowledge that phase two of the project was around targeting those hard to reach people as there is currently a gap in this provision.

Assurances were also provided that all apprentices gain professional qualifications through the process and that the Council works hard with a number of outside organisations to ensure that a job is available upon completion of the programme.

Decision made (Unanimously):

1. That Cabinet notes the updated project plans contained within the report, which have an additional focus on assisting harder to reach people.
2. That Cabinet requests the use of the acronym NEET (not in Employment, Education or Training) is removed from any future documentation.

Reason(s) for the decision:

1. The Apprentice Factory project is included within the Corporate Plan 2018-23. The Cabinet are asked to note the updated project plans, which have an additional focus on harder to reach people, and for views on any additional actions to ensure that the Apprentice Factory project is aligned with the new Corporate Plan.

Alternative Options Considered and Rejected:

1. The option to do nothing was considered. However when the existing skills provision and availability of careers advice was mapped, it became obvious that there are gaps in support for local people which needed to be addressed.

51 Standard Financial Statement

The Cabinet Member for Community Engagement, Social Justice and Wealth Building presented a report of the Director of Customer and Digital that informed Members of the current information from the debt advice sector on the Standard Financial Statement (SFS) and on the proposed use of SFS practices for Council Tax collection.

The Leader of the Council, Councillor Paul Foster proposed an additional recommendation for a review of the Council Tax Protocol which was appended to the report, to be reviewed and asked for this to be completed and included as part of the budget setting papers.

Members were advised that, with consent they could identify people that were in a vulnerable position and would benefit from the service.

Decision made (Unanimously):

1. That Cabinet notes the Standard Financial Statement guidelines as summarised within this report and appended to the report.
2. That Cabinet notes the proposals within the report including the current debt recovery procedures and the recommendation to undertake further work in relation to the Council signing up fully to the Standard Statement code of conduct appended to the report.
3. That Cabinet requests the Council Tax Protocol to be reviewed and brought back to Cabinet for approval.

Reason(s) for the decision:

As part of the council's commitment to reducing the tax burden and protecting the vulnerable it was agreed at Cabinet in July that the Council would review and explore opportunities associated with the collection of Council Tax.

Alternative Options Considered and Rejected:

Alternative options considered included no change to any current practices.

52 Council Tax Empty Properties and Second Homes Report

The Cabinet Member for Community Engagement, Social Justice and Wealth Building presented a report of the Director of Customer and Digital that informed Members on the proposed changes to the Council Tax Second Home discount and the proposed changes to the Council Tax Long Term Empty Premium charge.

The report also outlined the proposals and sought approval for the removal of the Council Tax Second Home discount and increase the Council Tax Long Term Empty Premium charge as detailed in the report with effect from 1 April 2020 and sought approval for the new Council Tax Local Empty Discounts and Exemptions Policy appended to the report.

Councillor Bylinski Gelder also informed Members that following the Council Tax Support Scheme consultation that had recently been undertaken, 73% of people supported these recommendations.

In response to a question from Councillor Damian Bretherton, the Cabinet Member provided assurances that the Council would allow a period of six months for the full refurbishment of a home as long as the landlords engaged in the process. Councillor Bylinski Gelder also commented that this was not about punishing people in hardship situations and that people in extenuating circumstances would be considered by their own merits.

Decision made:

1. That Cabinet recommends Council to approve the proposed policy changes for the removal of the 10% discount applied for Council Tax Second Homes.
2. That Cabinet recommends Council to approve the proposed policy changes to increase the Council Tax Long Term Empty Premium charge from 1 April 2020 as shown:

Effective Date	Empty Period	Existing Premium	Proposed Premium
1 April 2020	2-5 years	50%	100%
	5 years +	50%	200%
1 April 2021	2-5 years	50%	100%

	5-10 years	50%	200%
	10 years+	50%	300%

3. That Cabinet recommends Council to approve the new Council Tax Local Empty Discounts and Exemptions Policy to reflect the changes above.

Reason(s) for the decision:

1. The Council implemented an Empty Home Policy in 2013. These changes are intended to complement and enhance this policy in returning long term empty properties back into use.
2. To make best use of the housing in the area by minimising the length of time it remains empty.
3. To raise additional Council Tax income that can be used to maintain services and help keep the overall level of Council Tax at an affordable level for all residents.
4. The proposed changes will maximise incentive for owners of long term empty homes to bring their properties back into use and support work already undertaken by the Council to reduce the number of long term properties and make better use of existing housing in the borough.
5. It was approved at Cabinet in July that due to the proposed changes to the Council Tax Support Scheme (CTSS) for 2020/21, the Council would explore other income opportunities associated with the Council Tax second homes and empty homes premium charges.

Alternative Options Considered and Rejected:

An alternative option would be to leave the current Council Tax discount on for second homes and the premium at 50% on for homes that have been empty and unfurnished for more than two years. This option would mean that the Council would not be using all available measures to incentivise long term empty property owners to bring their properties back into use or maximise any potential additional income.

Chair

Date

South Ribble Borough Council – Forward Plan

For the Four Month Period: 1 November 2019 - 31 October 2020

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

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

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

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

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

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

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

Leader of the Council	Councillor Paul Foster
Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Councillor Mick Titherington
Cabinet Member (Finance, Property and Assets)	Councillor Matthew Tomlinson
Cabinet Member (Environment)	Councillor Susan Jones
Cabinet Member (Planning, Regeneration and City Deal)	Councillor Bill Evans
Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Councillor Aniela Bylinski Gelder

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

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

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

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

Gary Hall
Interim Chief Executive

Last updated: 04 November 2019

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Cabinet where there is an intention to hold part of the meeting in private: 13 November 2019, 22 January, 12 February and 18 March 2020 and Council where there is an intention to hold part of the meeting in private: 27 November							
November							
Corporate Plan Performance Report - Quarter 2	Cabinet	Leader of the Council	Significant effect in 2 or more Council wards.	13 Nov 2019	No	https://southribble.moderngov.co.uk/documents/s9183/Annual%202018-19%20Corporate%20Plan%20Performance%20Report.pdf	Report of the Interim Chief Executive
Review of Financial Systems and Exchequer Services	Cabinet	Leader of the Council		13 Nov 2019	Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Report of the Interim Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Review of Management Accountancy	Cabinet	Leader of the Council		13 Nov 2019	Information relating to the financial or business affairs of any particular person (including the authority holding that information)		Report of the Interim Chief Executive
Leader of the Council							
Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)							
Leyland Music Festival	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)		13 Nov 2019	No	https://southribbleintranet.mode.rngov.co.uk/ieListDocuments.aspx?CId=140&MId=1479&Ver=4	Report of the Assistant Director of Neighbourhoods
Youth support programme	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	13 Nov 2019	No	None	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Holiday Hunger Scheme	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Significant effect in 2 or more Council wards.	13 Nov 2019	No	None	Report of the Director of Neighbourhoods and Development
Cabinet Member (Community Engagement, Social Justice and Wealth Building)							
Approval of the Council Tax Support Scheme to be adopted for 2020/21	Cabinet	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Significant effect in 2 or more Council wards.	13 Nov 2019	No	https://southribble.moderngov.co.uk/documents/s9528/CTSS%202020-21%20Consultation%20Report%20Final.pdf	Report of the Director of Customer and Digital
Cabinet Member (Finance, Property and Assets)							
Budget Monitoring 2019/20 - Month 6 (Sept)	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	13 Nov 2019	No	None	Report of the Interim Section 151 Officer
Review of Investment Property Strategy	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	13 Nov 2019	No	None	Report of the Assistant Director of Property and Housing

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Vehicle Procurement	Cabinet	Cabinet Member (Finance, Property and Assets)		31 Oct 2019	No	None	Report of the Director of Neighbourhoods and Development
Options Appraisal and Business Case for the McKenzie Arms, Bamber Bridge	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	13 Nov 2019	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	https://southribble.moderngov.co.uk/documents/s9190/cabinet%20Report%2019th%20June%202019%20-%20site%20consultation%20feedback%20and%20OPE%20update%20V3%2010.6.19.pdf	Report of the Assistant Director of Property and Housing
Cabinet Member (Environment)							
Procurement of Fuel Contract	Cabinet	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	13 Nov 2019	No	None	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Preston and South Ribble Flood Defence Scheme	Cabinet	Cabinet Member (Environment)		13 Nov 2019	No	None	Report of the Director of Neighbourhoods and Development
Cabinet Member (Planning, Regeneration and City Deal)							
Central Lancashire Memorandum of Understanding on Housing Provision and Distribution	Cabinet Council	Cabinet Member (Planning, Regeneration and City Deal) Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	13 Nov 2019 27 Nov 2019	Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	None	Report of the Director of Planning and Property Director of Planning and Property
Future Meetings							
Review of Polling Districts and Polling Places	Council	Leader of the Council	Significant effect in 2 or more Council wards.	27 Nov 2019	No	None	Report of the Interim Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Garden Waste Charging Policy To seek approval on the proposed reduction in charge for the provision of the garden waste collection service.	Council	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	27 Nov 2019	No	https://southribble.moderngov.co.uk/documents/s11010/Garden%20Waste%20Charging%20Policy%20and%20Container%20Charging.pdf	Report of the Director of Neighbourhoods and Development
Amended Terms of Reference for the Climate Emergency Task Group	Council	Cabinet Member (Environment)		27 Nov 2019	No	https://southribble.moderngov.co.uk/ieListDocuments.aspx?Clid=134&MId=1471&Ver=4	Report of the Assistant Director of Scrutiny and Democratic Services
Council Tax Empty Properties and Second Homes Report	Council			27 Nov 2019	No	https://southribble.moderngov.co.uk/mgAi.aspx?ID=4947	Report of the

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future of City Deal	Council	Cabinet Member (Planning, Regeneration and City Deal)	Expenditure / Savings higher than £100,000	27 Nov 2019	Paragraph 3: Information relating to the financial of business affairs of any particular person (including the authority holding that information).	https://southribbleintranet.mode.rngov.co.uk/ieListDocuments.aspx?CId=134&MIId=1472&Ver=4	Report of the Director of Planning and Property
Nomination of Mayor Elect and Deputy Mayor Elect 2020/21	Cabinet Council	Leader of the Council		22 Jan 2020 29 Jan 2020	No	None	Report of the Assistant Director of Scrutiny and Democratic Services
Vehicle Procurement Programme 2020 / 21	Cabinet	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	22 Jan 2020	No	None	Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Corporate Plan Performance Report - Quarter 3	Cabinet	Leader of the Council	Significant effect in 2 or more Council wards.	12 Feb 2020	No	https://southribble.moderngov.co.uk/documents/s9183/Annual%202018-19%20Corporate%20Plan%20Performance%20Report.pdf	Report of the Interim Chief Executive
Budget Monitoring Report - Quarter 3	Cabinet	Cabinet Member (Finance, Property and Assets)	Significant effect in 2 or more Council wards.	12 Feb 2020	No	https://southribble.moderngov.co.uk/documents/s9160/Final%20Budget%20Out%20Turn%20Report%202018-19%20for%20Cabinet%20190619.pdf	Report of the Interim Section 151 Officer



REPORT TO	ON
CABINET	13 November 2019

TITLE	PORTFOLIO	REPORT OF
Quarter 2 Performance Monitoring Report	Leader of the Council	Interim Chief Executive

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

PURPOSE OF THE REPORT

1. This report provides Cabinet with an update for Quarter 2 performance against those programmes, projects and key performance indicators agreed by Council within the Corporate Plan (as approved February 2019).
2. This report further provides an update against the progress of implementation of the newly adopted Corporate Plan, approved at Full Council 25th September 2019.

PORTFOLIO RECOMMENDATIONS

3. Cabinet and Scrutiny Panel Members to note that the performance summary outlined within Quarter 2 reflects the deliverables and priorities identified by the previous administration and Corporate Plan, approved February 2019.
4. Cabinet and Scrutiny Panel Members to note the update on progress with implementation of the approved Corporate Plan, September 2019.
5. Cabinet Members are asked to note a correction to the report on Quarter 1 against the measure reported on the number of complaints. It was reported that 38 complaints were made, however, due to a typing error the reported figure should have been 31.
6. Cabinet to agree an amendment to the following measures for future reporting based on trend and narrative rather than applying a RAG rating approach:
 - ▶ Number of Complaints Resolved;
 - ▶ % of Complaints Upheld.

REASONS FOR THE DECISION

7. In line with the Council's performance framework, performance reports for all quarters (Quarters 1, 2, 3, and 4) are considered by the Council's Leadership Team, Scrutiny Budget and Performance Panel and Cabinet, with a final annual report being considered by Full Council at the end of the financial year.

EXECUTIVE SUMMARY

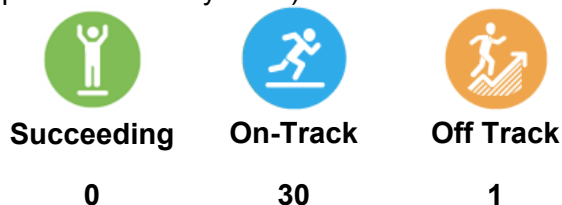
8. The report for Quarter 2 still reflects the Corporate Plan as approved February 2019. However, from Quarter 3 this report will fully reflect and be formatted in line with the structure of the recently approved revised Corporate Plan, September 2019. This will include all agreed measures and key performance indicators.
9. Following the feedback from the Scrutiny Budget and Performance Panel, included within the Performance Monitoring report are case studies that reflect lessons learnt from customer feedback and complaints. These will be provided each Quarter in addition to immediate actions taken following complaints, which will be included within this covering report.
10. Further information was requested by the Scrutiny Budget and Performance Panel on homelessness in the borough and what the Council is doing to alleviate it. A report is attached as Appendix 2 which details:
 - ▶ The duty of the Council with regards homelessness;
 - ▶ The reasons why people present to the Council as homeless or at risk;
 - ▶ The role of temporary accommodation and Bed & Breakfast (B&B);
 - ▶ The Homelessness Strategy review.

11. Correction to Quarter 1 Report

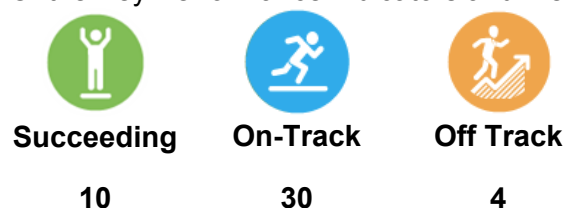
12. As part of ongoing work to ensure data quality and confidence, a typing error was highlighted. A correction to the report on Quarter 1 should be noted against the measure reported on the number of complaints. It was reported that 38 complaints were made, however, the reported figure should have been 31.
13. In response, the transition to the Mod.Gov platform for drafting reports together with future functionality to extract data from InPhase it is anticipated that errors of this nature will be removed as Mod.Gov allows for review and strict document control.

14. Summary

15. At the end of Quarter 2 we can report that of the 32 live projects on the Corporate Plan (as approved February 2019) there were:



Of the Key Performance Indicators and measures at the end of Quarter 2 there were;



CORPORATE OUTCOMES

16. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

17. Developing Performance Management

18. Work is progressing with developing InPhase (product name for the Council's Performance Management System). The system is being configured to develop an end to end process for the scoping, delivery and evaluation of activities. It is also anticipated that it will cover service planning.

19. These developments will shape the system to be more user friendly and begin to develop dashboards that will provide access to summaries of risks, progress against measures and tasks. It is expected that the work on development will be completed by the end of November 2019.

20. A review of the Data Quality Policy and the Performance Management Framework has been undertaken and is now in the final stages of consultation with officers. The review is in response to areas of concern over the definitions of a range of measures as well as understanding around key performance indicators. The redrafting of the policies aims to set out a simple and accessible framework in which all members and officers understand their roles and responsibilities.

21. As part of the above reviews and development of InPhase, a training package is being developed and will be rolled out to all those involved in delivery of activities in the Corporate Plan. This training will be bespoke and cover areas identified by activity leads that they want to focus on and develop.

22. There will also be further accredited professional project management training courses provided to a smaller number of officers. This will add additional resilience to teams that

support more complicated activities and or manage a larger number of projects concurrently.

23. Progress with the approved Corporate Plan, September 2019

24. The Corporate Plan approved at Council, 25th September 2019 has been taken forward to implementation. To ensure full alignment with the revised objectives and priorities each activity listed within the plan is being scoped or for those which had been previously included on the Corporate Plan as approved February 2019, re-scoped.
25. Each scope includes a breakdown of key milestones, definitions of any relevant performance measures and an assessment of risk to delivery of the activity.
26. The development of these scopes have been undertaken in consultation with portfolio holders and relevant directors to assist all activity leads in refining and developing scopes that reflect the Council's objectives and priorities. All scopes are expected to be live on InPhase by November 2019.

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

27. Quarter 2: Highlights

28. Exceptions To Note: Succeeding Projects and Performance Measures

Where there is relevant and additional narrative available to demonstrate success it is provided in the following paragraphs. Not all succeeding measures at this stage are included here.

29. % of calls abandoned before being answered & % of calls answered within 90 seconds (Page. 3)

The way in which the Council deals with calls has continued to improve. This is a result of a number of measures put in place. These include:

- ▶ Increase in number of staff from 5 to 7;
- ▶ Commencing at 8.30am to cover the early opening hours;
- ▶ Implementing 3 lunch periods instead of 2, increasing the number of staff available between 12pm - 2pm (lunch time period);
- ▶ Amended the automated telephone message to include '*if you wish to make a payment and have your reference number/all you details to hand, press 5*', enabling customer to be diverted to the automated payment line;
- ▶ There are 4 vacant posts which have recently been filled and in the interim we have employed casual staff to cover switchboard and reception, freeing experienced staff members to answer calls.

% of calls answered within 90 seconds
49%



SUCCEEDING

Target: 40%
Last quarter: 20%
This time last year: 37%

% of calls abandoned before being answered
14%



SUCCEEDING

Target: 15%
Last quarter: 38%
This time last year: 25%

30. Percentage Occupancy Rate of the Council's Current Investment Estate (Page. 6)

We have a high occupancy rate due to securing long term tenants across our investment properties. This Quarter we have seen a couple of our industrial units become vacant, resulting in our occupancy rate reducing from 99% to 97%. However, we have had recent interest for a number of units from potential tenants. With a new interim surveyor starting this month, leases will be produced and completed increasing our current occupancy rate for the next quarter and maintaining our rate above the 95% target.

Percentage Occupancy Rate of the Council's Current Investment Estate

97%



SUCCEEDING

Target: 95%

31. Average Number of Days to Process a Housing Benefit Claim (Page. 9)

Housing Benefit new claims are always given priority and the assessors use all means at their disposal to collect the necessary evidence to process a claim as soon as they can. Assessment staff have worked hard to process these claims in as short a time as possible. Performance updates and discussions at team meetings keep this performance statistic in focus.

Average Number of Days to Process a Housing Benefit Claim

15.2 days



SUCCEEDING

Target: 19 days

Previous Quarter: 17.75 days

This time last year: 24.77 days

32. % of Licenced Taxis Inspected (Page. 9)

The figures are much higher this Quarter due to a joint operation with Lancashire County Council (LCC) to check all vehicles modified since its first manufacture within the taxi licensing fleet, following the implementation of the modified vehicles policy. All vehicles that have been flagged up as modified since first manufacture have been inspected by a qualified LCC mechanic from their fleet maintenance department along with South Ribble Borough Council licensing officers. All vehicles have now been tested and all have passed the required testing for modifications and stress testing etc.

% of Licenced Taxis Inspected

28.57%



ON TRACK

Previous Quarter: 10.3%

This time last year: 10.12%

33. Number of families in B&B (Page. 12)

B&B is always deemed as a last resort and is used infrequently and only for a very short period of time. In this period it is noted that there were no families placed in B&B accommodation. The supplementary report attached in Appendix 2, provides further information as to the policy and use of B&B in cases of homelessness.

Number of families in B&B

0



SUCCEEDING

Previous Quarter: 3

34. Exceptions To Note: Off-Track Projects And Performance Measures

35. Excellence

36. Number of Complaints Resolved & % of Complaints Upheld (Page. 3)

The current criteria is complaints made. The criteria needs to be changed to complaints resolved. The reason for this is that the system only counts the complaint when it is resolved and closed down. This number may not necessarily correlate with the number of complaints actually made in the Quarter (for example if the complaint is made at the end of the quarter it may still be being investigated and is only closed down in the following Quarter – in which it will be counted).

**Number of
Complaints Resolved**
23



OFF TRACK
Target: Under 20

37. The overall number of complaints to the Council relates to just 0.09% of the total number of contacts received within Quarter 2. To place this in to context of 25,940 customer contacts received by the Council, the number of complaints resolved was 23 and of these 5 were upheld.

**% of Complaints
Upheld**
22%



OFF TRACK
Target: 20%
Last quarter:13%
This time last year:24%

38. In reviewing this measure, a trend approach would be more effective than an arbitrary target. This will enable officers and members to monitor any patterns or trends. It is recommended that going forward this measure be amended and its narrative provided alongside the % of complaints against the number of contacts received by the Council.

39. When a complaint is upheld, the Council takes on board learning and makes changes. As a result of the complaints upheld within Quarter 2:

- ▶ Gateway has changed their processes to implement a daily review of Council Tax accounts to ensure that reminders for payment are not sent to customers in error where the Council has agreed to suspend recovery on that account;
- ▶ Our contractors FCC have been reminded of their obligations with regards driving standards.

40. Health and Wellbeing

41. Average number of days from Disabled Facilities Grant (DFG) referral from LCC to application (Page. 12)

The rise in the average number of days taken between a DFG referral to application has been due to the summer period where customers have been away and not provided the paperwork required to approve the grant for the DFG.

**Average number of days from
Disabled Facilities Grant (DFG)
referral from LCC to application**
142



OFF Track
Previous Quarter: 94
Same time last year: 131

42. Place

43. Carry out a strategic review of projects listed in the City Deal Business and Delivery Plan 2017-20, Identify Priorities and Commence Delivery. (Page. 16)

The City Deal Review is ongoing and a piece of work has been undertaken to prioritise projects. This work has not however been approved by the City Deal Executive given the ongoing discussions regarding City Deal. Once the wider City Deal agreement is in place then the prioritisation work will be considered by the City Deal Executive.



OFF TRACK

44. Our People

45. Number of Lost Days due to Accidents (Page. 22)

The number of days lost due to accidents in Quarter 2 was due to 2 accidents this Quarter involving equipment. All employees have returned to work.

**Number of Lost Days due to Accidents
29 days**



OFF TRACK

No Target

Previous period : 2 days

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

46. Not applicable

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

47. Not applicable

FINANCIAL IMPLICATIONS

48. Not applicable

LEGAL IMPLICATIONS

49. Not applicable

AIR QUALITY IMPLICATIONS

50. Not applicable

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

51. Not applicable

ICT/TECHNOLOGY IMPLICATIONS

52. Not applicable

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

53. Not applicable

RISK MANAGEMENT

54. All risk registers for projects and activities are being reviewed and are to be signed off and approved by directors by the end of October 2019. A risk summary will then be provided in Quarter 3.

EQUALITY AND DIVERSITY IMPACT

55. Not applicable

RELEVANT DIRECTORS RECOMMENDATIONS

56. Cabinet and Scrutiny Panel Members to note that the performance summary outlined within Quarter 2 reflects the deliverables and priorities identified by the previous administration and Corporate Plan, approved February 2019.

57. Cabinet and Scrutiny Panel Members to note the update on progress with implementation of the approved Corporate Plan, September 2019.

58. Cabinet Members are asked to note a correction to the report on Quarter 1 against the measure reported on the number of complaints. It was reported that 38 complaints were made, however, due to a typing error the reported figure should have been 31.

59. Cabinet to agree an amendment to the following measures for future reporting based on trend and narrative rather than applying a RAG rating approach:

- ▶ Number of Complaints Resolved;
- ▶ % of Complaints Upheld.

COMMENTS OF THE STATUTORY FINANCE OFFICER

60. This report provides Cabinet with an update for Quarter 2 of performance against the programmes and projects which were agreed by Council within the Corporate Plan and approved in February 2019. The funding for these projects was reflected in the 2019/20 budget and MTFS (Medium Term Financial Strategy) which was also approved by Council in February 2019.

61. The Quarter 2 budget monitoring report for 2019/20 is a separate item on this agenda. The budget monitoring report sets out the key outturn variances to budget which are anticipated and reflects some of the financial implications of the improvements and reductions in performance highlighted in this report.

62. Some Corporate Plan projects require scoping and/or are in the early stages of being developed and therefore the full financial implications are still to be determined. These will be reported at a later stage. The budget and MTFS forecasts will be updated to reflect any changes in the Corporate Plan and will be submitted to Cabinet and Council in February for approval.

COMMENTS OF THE MONITORING OFFICER

63. This report is part of our commitment to be as open and transparent as possible. It enables residents and members the opportunity to see how we are performing in a number of key

areas. It can be the prompt to ensure that necessary remedial action is taken as soon as possible.

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

There Are No Background Papers to This Report

APPENDICES (or There are no appendices to this report)

List the appendices in the order that they are attached to the report with titles as appropriate. Any spreadsheets/diagrams should be in pdf format and be headed up

- ▶ Appendix 1 Corporate Plan & Performance Monitoring Report
- ▶ Appendix 2 Supplementary Item – Further information on Homelessness

Gary Hall
Interim Chief Executive

Report Author:	Telephone:	Date:
Howard Anthony, South Ribble Partnership Manager	01772 625546	17/10/2019

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CORPORATE PLAN & PERFORMANCE MONITORING REPORT

Quarter 2 2019-20

PRIORITY: EXCELLENCE & FINANCIAL SUSTAINABILITY

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1. Report Structure

This report forms part of the appendices of 'Corporate Monitoring Report' update to the Cabinet for the period Quarter 2 (July – September 2019). Cross references are made within the Cabinet Report to refer to sections containing more detail within this document.

This report reflects the Corporate Plan structure as approved February 2019 and is broken down in to four sections:

- ▶ Excellence and Financial Sustainability;
- ▶ Health and Wellbeing;
- ▶ Place;
- ▶ Our People (internal priority).

Within each section is every programme and project that the Council has set out to deliver. Each project and any available performance indicator or measure is reported in this document.

Each project reports on:

- ▶ **Quarter 2:** The activities that have been delivered and progress up until September 2019;
- ▶ **Going Forward:** Any specific activities undertaken since September that provide a relevant update on how performance is being managed/improved where appropriate. It also reflects any changes or impact on the revised Corporate Plan;
- ▶ **Notable factors with potential to impact success:** Any key issues or risks that could impact on the ability to deliver the project that needs to be highlighted to ensure performance is managed.

The development of this document will be an ongoing process over the coming months. This is to ensure that the report is as accessible as possible and provides the right information that the Cabinet, Scrutiny Committee, Members and residents need in order to ensure the Council is performing well.

PRIORITY: EXCELLENCE & FINANCIAL SUSTAINABILITY

Corporate Plan (Feb 2019)

The programmes reported in this report relate to the existing Corporate Plan:

- The Council's Investment Portfolio;
- Transformation;
- New Business Models and Shared Services with Chorley Council.

Going Forward

Excellence, Investment & Financial Sustainability

Excellent services and a strong financial position that enables us to invest in the right way.

As a Council, we want you to feel confident we use the resources available to us to provide the services you told us you need and that we manage our finances well to enable us to invest in communities.

As the Council moves forward, projects and activities that are reported will form part of the Council's refreshed priorities of:

- We will make effective investment and use of our assets;
- Customers of the Council can expect the highest standards of service and when they need us they have a good experience;

► We will develop new business models and approaches, including shared services.

How Are We Performing?

Below are key performance indicators that demonstrate how well our services are currently meeting their objectives and targets:



PRIORITY: EXCELLENCE & FINANCIAL SUSTAINABILITY

The Council acts on the feedback it receives from residents. The case studies below illustrate how we respond to complaints and feedback.

Customer Feedback - Case Study

Garden Waste Direct Debits

Background

Upon inception of the Garden Waste subscription fee for 2018/2019 we had 24,241 sign-ups to the service. Of these 24,241 subscriptions there were 15,422 online subscriptions and 8,688 subscriptions via the Gateway contact centre.

One of the frequent complaints and queries we received during this first year was why there was no option for direct debit. We initially advised customers they would need to contact again either online or via phone contact at some point from 2nd January 2019 in order to subscribe to this years' service

You Said:

"Can I sign up to the Garden Waste Subscription Service using Direct Debit? This means I would not need to ring up to subscribe each year"

We Did:

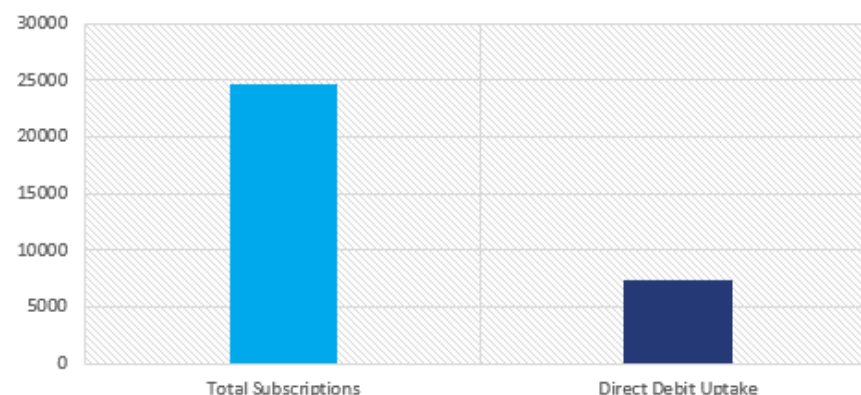
This was an issue that was raised with Neighbourhood Services and IT when feeding back on the success of the first year. Initial meetings established that a direct debit service would be necessary to improve the experience of the customer and improve retention rates. The chosen provider was GoCardless.

Conclusion

The implementation of the direct debit service for this year has generated 7,438 sign-ups. Contacts in 2020/2021 should be reduced significantly as a result of the direct debit sign ups this year.

The percentages of sign-ups for the direct debit service in its first year is 30% of total sign-ups. Feedback from customers about a direct debit service indicates a positive effect on customer satisfaction

Garden Waste Direct Debit Uptake



PRIORITY: EXCELLENCE & FINANCIAL SUSTAINABILITY

Customer Feedback - Case Study

Pest Control Visits

Background

Pest Control calls make up the majority of Environmental Health calls that Gateway take. Especially around the summer months a high volume of those calls will be regarding Wasp/Bee treatments. The established process for Wasp/Bee treatments was to take an initial non-refundable site survey payment of £20. Once a Pest Control officer had visited the customer's address they would then ring up through to Gateway and make a following payment of £22 for the treatment.

However, we had a number of complaints regarding the waiting times that customers experienced as they would come through to the same lines as all other customers therefore experiencing wait times to speak with the next available Gateway officer.

You Said:

"When I call up to pay for my pest control visit I end up waiting in a queue for a long time"

We Did:

Initial response was to develop a system whereby the Pest Control officer would get in contact with Gateway by ringing the main switchboard and we would then hold until a Gateway officer became available and pass through directly – therefore skipping any waiting times.

This still presented problems in that whilst holding for an available agent it would mean other calls to switchboard would back up.

It was later established that a new, more efficient way of working was required. Initial meetings between Gateway, Environmental Health and ICT established that new technology would improve the system dramatically.

Handheld devices and a wireless payment system were developed which the Pest Control officers will be able to use.

Conclusion

Pest Control officers will visit the jobs and use the new technology to establish how much the customer has left to pay and take the transaction without having to liaise further with Gateway. Therefore completely eradicating the long wait times previously complained about.

The feedback from Pest Control officers is that this system is much more efficient, works consistently and provides a more professional service.

PRIORITY: EXCELLENCE & FINANCIAL SUSTAINABILITY

The Council's Investment Portfolio

Percentage Occupancy Rate of the Council's Current Investment Estate
97%



SUCCEEDING
Target: 95%

Worden Hall

Overall Performance: ON TRACK



Quarter 2: A five week consultation programme with stakeholders and park users to feedback on three identified options for Worden Hall, ended on Monday 16th September 2019. Over 500 people responded to the consultation exercise.

Going Forward: Cabinet received a report and agreed to undertake further detailed modelling and appraisal of Option 1 (Community Use) and Option 2 (small weddings/events venue) with a finalised recommendation and implementation plan back to Cabinet in January 2020.

Notable factors with potential to impact success: As with all consultations, it is essential that expectations are managed with what can be achieved and implications for each model.

Phase 2 Business and Conference Centre

Overall Performance ON TRACK



Quarter 2: The Canteen Area plans for design have commenced, looking at the new access area for the Conference and Business Centre and the kitchen. The Second Access/Egress for DWP works was been completed in September 2019. DWP were consulted and instructed on how the doors work.

Going Forward: Discussions are underway regarding the 'staff canteen' and a potential new location within the Civic Centre. Work on the Canteen Area has been agreed to be started in the next financial year.

Strategic review of Business Case for South Ribble Home Build Proposal

Overall Performance: ON TRACK



Quarter 2: The geo-technical desktop study (preliminary study to evaluate likely ground conditions and any significant geo-environmental issues) has now been completed. We are still awaiting the environmental study which is due imminently.

Going Forward: The business plan and options appraisal has been commissioned and shall be reported to Cabinet in November 2019

Notable factors with potential to impact success: Any adverse ground conditions could render the development inviable.

Strategic asset review of Surplus Sites

Overall Performance ON TRACK



Quarter 2: As there has been staff shortages within the estates team, it has been agreed with the Portfolio Holder for Finance, Property and Assets to defer the Cabinet report to November 2019.

Going Forward: The Cabinet report in November 2019 shall set the strategy and budget for the review to be completed which will then be reported back to Cabinet with recommendations for surplus sites to be considered at the Cabinet meeting in March.

EXCELLENCE, INVESTMENT & FINANCIAL SUSTAINABILITY

Transformation Programme

% of self-service channel access vs
phone/face-to-face

21%



ON TRACK

Target (March 2021): 40%
Baseline (2018/19): 18%

Number of Customer
Journeys Mapped

36



ON TRACK

Target: 50 (Annual)

Number of Service Reviews Carried
Out in Preparation For Customer
Excellence Awards

5



SUCCEEDING

Target: 4

Implement Recommendations from Strategic Digital Review

Overall Performance: **ON TRACK**



Quarter 2: In this Quarter, the Council has:

- ▶ Partnered with Lancashire Adult Learning to deliver an Introduction to Digital training programme, focusing on reducing digital exclusion for those from vulnerable backgrounds;
- ▶ There has been significant enhancements to the Council's Business Continuity and Disaster Recovery capabilities, reducing risk and associated recovery costs to the Council;
- ▶ The Council has been re-accredited to the Public Sector Network providing access to digital services from Department of Works and Pensions (DWP), Police and Cabinet Office for another year;
- ▶ Wi-Fi upgrades are now complete for the Market, Civic Centre and Depot, providing free superfast internet access for officers, members, visitors and residents;
- ▶ An upgraded Microphone and Audio Visual system has been delivered, acting as an enabler for open democracy by providing the foundations for webcasting and audio casting;
- ▶ Several Closed Circuit Television (CCTV) cameras have been upgraded to improve resident safety.

Going Forward: ICT Service has been working with Procurement to deliver a Contracts Management System. This has been developed in house using existing resources and is due to go live in October. ICT are testing infrastructure to enable mobile payments by officers, working with Environmental Health Officers to deliver the system. Testing is currently underway for the Cloud based Confrontation Register and testing will begin for the IDOX (product name) Mobile apps for Planning and Planning Enforcement.

Improve customer experience via customer journey mapping

Overall Performance: **ON TRACK**



Quarter 2: There has been five Customer Service Excellence Self-assessment reviews completed with the following departments: Homelessness, Planning, Revenues, Benefits and Gateway.

Going Forward: There has been initial meetings arranged with Strategic Housing and Environmental Health departments to go through their self-assessments.

Notable factors with potential to impact success: Resourcing is critical to ensure mapping can be completed.

EXCELLENCE, INVESTMENT & FINANCIAL SUSTAINABILITY

New Business Models Including Shared Services

Shared Services with Chorley Council

Overall Performance: ON TRACK



Quarter 2: Councillors in both Chorley and South Ribble have agreed to extend shared services across both authorities in September 2019. There will be a significant shift in how the authorities are structured providing more resilience, opportunities to improve services and better value for money for residents. The Councils also agreed to progress a review of the Exchequer and Financial Systems team and the Management Accountants team to further improve the shared financial services arrangement

Going Forward: An implementation team will be established and staff consultations will commence in October 2019. The implementation team will manage the implementation of Phase 1 services.

Notable factors with potential to impact success: Frequent communication is ongoing to ensure that relationships remain strong.

HEALTH AND WELLBEING

Corporate Plan (Feb 2019)

The programmes reported in this report relate to the existing Corporate Plan:

- ▶ Green Links, Parks and Campus: Health, Leisure and Wellbeing delivery model focused on prevention and intervention;
- ▶ Homelessness and Independent Living Support;
- ▶ Lancashire Mental Health Strategy;
- ▶ Social Isolation and Loneliness;
- ▶ Support for Volunteer and Communities;
- ▶ Deliver the Borough's Air Quality Plan.

Going Forward

Health, Wellbeing and Safety

Residents are happy, healthy and safe, active and independent.

We are focused on doing what we can so that everyone in South Ribble has the choice to access support, advice and activities as well as accessing the right facilities both outdoors and indoors to maintain and improve their physical and mental wellbeing.

As the Council moves forward, projects and activities that are reported will form part of the Council's refreshed priorities of:

- ▶ We have services and facilities in place that are accessible to all, providing the lifestyle for people to feel happy, healthy and confident;
- ▶ We continue to be recognised as a Dementia Friendly Community;
- ▶ We're focused on activities that close the gap between communities where there are differences in wealth, health and learning opportunities (reducing social isolation, loneliness and inequality);
- ▶ We will actively work with partners across the public, private and 3rd sector, representing the residents of South Ribble so that they receive the best services.

How are we performing?

Below are the key performance indicators that demonstrate how well our services are currently meeting their objectives and targets:

% of Licenced Taxis Inspected

28.57%



ON TRACK

Previous Quarter: 10.3%
This time last year: 10.12%

% of Licenced Premises Inspected

18.41%



ON TRACK

Previous Quarter: 17.2%
This time last year: 16.4%

% of Licenced Premises Inspected
that have not complied with
requirements

18.95%



ON TRACK

Previous Quarter: 34.61%
This time last year: 50.9%

Average Number of Days to Process
a Housing
Benefit Claim

15.2 days



SUCCEEDING

Target: 19 days
Previous Quarter: 17.75 days
This time last year: 24.77 days

HEALTH AND WELLBEING

Green Links, Parks and Campus: Health, Leisure and Wellbeing Delivery Model Focused on Prevention and Intervention

Number of Visits to
Leisure Facilities
207,112



SUCCEEDING

Last quarter: 195,687
Same time last year: 199,147

Number of km completed
of the Green Links
2.5 km



ON TRACK

Target: 7km (annual)

Signage and legibility
Improvements made across the
Green Links
7km



ON TRACK

Target: 17km (annual)

Number of Improvements
made to Access Points on
the Green Links
5



ON TRACK

Target: 7 (annual)

Number of South Ribble residents
taking part in Digital Training Sessions
run by Lancashire Adult Learning

13



ON TRACK

Target: 280 (annual)

Note: The low figure for quarter 2 was expected as the course only operates during the academic year.

Commence Next Phase of Borough Green Links

Overall Performance: ON TRACK



Quarter 2: Within the Quarter, 2.5km of paths as part of the Green Links programme has been completed. 7km of signage and legibility is complete. Improvement works on 5 entrances to access points on the green links is complete.

Going Forward: Contracts have been let for 4km which will be delivered in the next Quarter and an additional 1 km will be delivered by Lancashire County Council Carrwood Road Scheme,

Develop Masterplan for Leyland Health Leisure and Wellbeing Site

Overall Performance ON TRACK



Quarter 2: Following a change in administration this project has been re-scoped, with a report going to Cabinet and Full Council. The report provided a full breakdown of costs, timescales, funding options, and recommendations on what can be achieved. A decision has been made to stand back from the current project, due to its cost and look at identifying a more sustainable way forward.

Going Forward: The Council will work with identified partners to develop a sustainable option for a viable new Leisure Centre in South Ribble. A sustainable investment plan for our existing Leisure Centres will be developed to ensure they are fit for purpose over the next 5 years. The aim will be to bring a sustainable option forward to Cabinet and Full Council before April 2020,

Scope Options for Leisure Delivery, Identify Preferred Option and Commence Delivery

Overall Performance: ON TRACK



Quarter 2: A project team has been put together with staff from Legal, Procurement, Finance and Leisure. A consultant has been appointed from FMG to look at future management of the leisure sites along with an extension with the current management (Serco). Meetings are currently being held with regarding the extension and this will included potential cost saving options.

HEALTH AND WELLBEING

Green Links, Parks and Campus: Health, Leisure and Wellbeing Delivery Model Focused on Prevention and Intervention (cont.)

Continue Delivery of Major Parks Masterplan

Overall Performance: ON TRACK



Quarter 2: Work has been ordered for the replacement of log edgings at Worden and Farrington Park playgrounds. Tenders have been drafted and released for Worden, Leadale and Seven Stars playground refurbishments. The tender returns are due in November 2019 and a start on site planned for the New Year.

Going Forward: Tender Documents for Hurst Grange Park Coach House are currently being drafted (award subject to a successful lottery bid). The lottery bid is being finalised for submission at the beginning of November. Future projects are the design and tendering of works to Worden Park overflow car park and improvement works at Tarn Wood, Penwortham.

Notable factors with potential to impact success: Hurst Grange Park will be subject to competition on the outcome of the decision by the Heritage Lottery.

Commence work identified in Open Space Sports and Recreation Assessment and Playing Pitch Strategy

Overall Performance ON TRACK



Quarter 2: Initial meetings have been held with consultants from Knight, Kavanagh and Page (KPP) and Lancashire Football Association. KKP have provided an outline proposal to support the feasibility of developing a new football hub site in South Ribble. The Council has identified 3 locations for the hub, with one being the preferred site

The Council has set requirements of two 3G (Third Generation) football pitches, car park, changing facilities and a possibility of a Netball/Futsal indoor area and small fitness suite.

Going Forward: A meeting will be held in November 2019 where KKP will have adapted the proposal to include cost plan/mock up and simple business plan.

Preventative and Educational Digital Health and Wellbeing Programme

Overall Performance: ON TRACK



Quarter 2: The project is progressing well with the following activities delivered within the quarter

- A full year's programme of Digital Skills training has now been arranged with Lancashire Adult Learning. Courses up to January 2020 are now being promoted with partners and over social media;
- Refernet has now been signed off by the Portfolio Holder and is due to go live in October 2019;
- Accessibility requirements for the Council website have been built into the technical specification currently being put together by Chorley and South Ribble Councils;
- Integration has been built with the National Charge point Registry to provide up to date EV charge station locations to South Ribble residents and promote the use of electric vehicles.

Going Forward: A clear set of deliverables have been agreed with the new administration and this project will go forward in the revised Corporate Plan.

HEALTH AND WELLBEING

Homelessness and Independent

Living Support

Implement a New Service Delivery Model of Health Focused on Prevention

Overall Performance: **ON TRACK**



Quarter 1: Revisited procedures with local prisons for referrals under duty to refer, completed a funding bid through Rapid Rehousing Pathway for rough sleepers, and reviewed and re-commissioned services for Sanctuary, Young Peoples Housing Advice, and Enhanced Floating Support.

Number of Homeless Presentations

246



ON TRACK

Previous Quarter: 205
Same time last year: 210

Number of households relieved from being homeless

17



ON TRACK

Previous Quarter: 18

Number of people who are homeless and which we have full duty under the Act

12 new



ON TRACK

Previous Quarter: 13
(9 new)

% of households that had homelessness prevented

84.68%

(94 of 111)



ON TRACK

Previous Quarter: 78.31% (65 of 83)

Number of families in B&B

0



SUCCEEDING

Previous Quarter: 3

Total number of new Rough Sleepers

3



ON TRACK

Previous Quarter: 3

Numbers in temporary accommodation

25



ON TRACK

Previous Quarter: 32

Average number of days from Disabled Facilities Grant (DFG) referral from LCC to application

142



OFF Track

Previous Quarter: 94
Same time last year: 131

HEALTH AND WELLBEING

Social Isolation and Loneliness

Number of additional
local businesses signed up
to the Dementia Charter
(Cumulative figure)

5



ON TRACK

Target: 15 (annual)

Continue to Deliver the Key Actions of the South Ribble Dementia Action Alliance

Overall Performance: ON TRACK



Quarter 2: Significant progress has been made throughout Quarter 2, more specifically this has included:

- A full alliance meeting taking place where there were presentations from Dr Penny Foulds on dementia research, NatWest on avoiding scams, and Happy Days Dementia Workshops on using nostalgic activities and design;
- 111 Avacab taxi drivers becoming Dementia Friends and Avacab joined the Dementia Charter;
- Living Well Walk event management plan completed ready for the event to take place on 5th October at Longton Brickcroft. An updated Living Well Guide will be handed out at the Living Well Walk;
- British Commercial Vehicle Museum joined the Dementia Charter as a result of the High Street Blitz.

Going Forward: Final plans have been approved for the Dementia Friendly garden at the Civic Centre with work set to commence soon. Work has also been underway to plan to develop a Dementia Friendly garden on Bent Lane, this has involved consultation with residents.

Notable factors with potential to impact success: The high street blitz has progressed slowly throughout this Quarter with only one additional member of the charter being achieved. There will be a push for more volunteers next Quarter along with a campaign to encourage more organisations to join the charter and individuals to become Dementia Friends.

HEALTH AND WELLBEING

Support for Volunteers and Communities

Review the Council Tax Support Scheme for 2020/2021

Overall Performance ON TRACK



Quarter 2: Approval was given at Cabinet on 10th July 2019 to undertake a consultation exercise. Consultation with preceptors and residents has now taken place and closed on 27th September 2019.

Going Forward: The results have been collated and analysed and is due to go to Cabinet on 13th November 2019. The outcome of the consultation exercise is currently being prepared and is due to go to Council on the 27th November to approve the scheme for 2020/21. Enquiries are being made with our software supplier regarding system set up for the proposed changes to the scheme

Work With Partners to Deliver Actions Identified in the Volunteering Strategy

Overall Performance: ON TRACK



Quarter 2: A new scope for the Project has been established in consultation with the portfolio holder and the senior responsible officer. The re-scoped project will be focused on:

- Standardising existing practises across the Council;
- Celebrating and recognising those who volunteer for the Council;
- Providing more opportunities for people to Volunteer with the Council, either on a regular basis or ad hoc;
- Policy for Employees and Volunteering.

Going Forward: Meetings have been set up with a number of existing volunteers and officers to consider platforms and processes on how we can support co-ordination and management of volunteers across the Council. The Council has sponsored the Community Awards and is the recognised organisation as sponsor for 'Volunteer of the Year'. The awards are to be hosted at the Civic Centre in January 24th 2020. Time Credits continues to progress with an application for funding to a local partner having been submitted and a response due shortly. On success of the award the proposal can continue with an anticipated start date of January 2020.

Deliver the Borough's Air Quality Plan

Delivery of Actions Identified in the Air Quality Action Plan

Overall Performance ON TRACK

Quarter 2: We are progressing a number of Actions identified in the Air Quality Action Plan.

- Work has begun on the new changing facilities at the Civic Centre;
- Salary sacrifice scheme progressing for electric vehicles.
- Two of the three road improvements are near completion.
- A new Air Quality and Climate Change post has been agreed and will be recruited over the next quarter.
- A members learning hours was held on Air Quality.
- The anti-idling campaign is progressing with information and education taking place in all schools.
- Representations have been made on the Central Lancashire Core Strategy about Air Quality.

Going Forward: The on-site educational element of the anti-idling campaign will take place. A meeting has also been arranged with LCC to progress a number of actions which include traffic light sequencing and signage. The planning advisory note on Air Quality will be drafted and work will take place on a Supplementary Planning document on Air Quality. Progress work on the feasibility of a link road on Tomlinson Road. A study will be undertaken to lay the framework on additional Air Quality monitoring in Penwortham and Lostock Hall.

Notable factors with potential to impact success: This project is dependent on our partnership with LCC and therefore subject to their timeframes and their ability to commit resources to this project.

HEALTH AND WELLBEING

Lancashire Mental Health Strategy

Deliver Actions Identified from the MH2K Project

Overall Performance **ON TRACK**



Quarter 2: The initial task to re-establish an advisory panel of organisations has been completed and a reshaped action plan agreed. This has broken down a number of actions in to manageable activities which will be addressed by the panel. In the Quarter a brief was developed with support from Chorley and South Ribble Clinical Commissioning Group for a LGBT video resource, to be produced by students at Runshaw college.

Going Forward: Development and production of the video is scheduled for between November 2019 and February 2020. The project has also undergone a refresh of its scope to outline the video development, its release and promotion.

Notable factors with potential to impact success: This project is a partnership between organisations and is therefore subject to external pressures beyond the Council's control, but strategies for mitigation are in place.

PLACE

Corporate Plan (Feb 2019)

The programmes reported in this report relate to the existing Corporate Plan:

- ▶ City Deal and Plan for Successor;
- ▶ Central Lancashire Local Plan;
- ▶ Cuerden Strategic Site;
- ▶ Economic Strategy: Support for existing as well as new businesses;
- ▶ River Ribble Master planning;
- ▶ Housing Framework: delivery of a balanced housing market;
- ▶ Place Promotion;
- ▶ Raising community aspirations in relation to growth and improvements in the Borough;
- ▶ My Neighbourhood Plans.

Going Forward

Place, Homes and Environment

Our green spaces are valued and development is well managed.

We are focused on ensuring South Ribble remains a great place to live and work by protecting green and open spaces, safeguarding our environment, increasing the number of affordable housing and ensuring that development is managed.

As the Council moves forward projects and activities that are reported will form part of the Councils refreshed priorities of:

- ▶ We are focused on the environment, improving the air we breathe and having the right plans in place to safeguard and protect our natural environment;
- ▶ We will promote safe, secure dwellings that people can afford to live in and can call home;
- ▶ We will make sure that development in South Ribble is managed, so that we have a vibrant community; delivering improvements to our town centres, opening opportunities for people to get the jobs they want and supporting businesses to do well;
- ▶ We will continue to develop our wonderful parks, attracting investment to provide better facilities so that as many people as possible are able to enjoy them.

How are we performing?

Below are the key performance indicators that demonstrate how well our services are currently meeting their objectives and targets:

Number of Pre-Applications
Received

60



ON TRACK

This time last year: 54

% of Minor and Other Applications
Decided in 8 Weeks

94.52%



ON TRACK

Last quarter: 93.48%

This time last year: 93.28%

% of Major applications decided in 13
weeks or within Extension of time

agreed

100%



SUCCEEDING

Last quarter: 77.78%

This time last year: 85.71%

PLACE

City Deal and Plan for Successor Programmes

Act as an Enabling Authority Whilst Working with Partners and Developers to Increase the Rate of Delivery of New Homes and Commercial Floor Space by Unlocking City Deal Sites, and Prioritising Infrastructure Development.

Overall Performance ON TRACK



Quarter 2: The half year housing completions are on target, this includes 55 affordable homes. It was also noted on site visits that there were a significant amount of activity on development sites with many other homes close to completion.

Notable factors with potential to impact success: The progress of this project is heavily reliant on progress also being made by partners.

Number of New Homes Delivered
255



Number of New Affordable Homes Delivered
55



Note: Housebuilding data is presented cumulatively as this is only measure at Q2 and Q4

Carry out a strategic review of projects listed in the City Deal Business and Delivery Plan 2017-20, Identify Priorities and Commence Delivery.

Overall Performance OFF TRACK



Quarter 2: The City Deal Review is ongoing and a piece of work has been undertaken to prioritise projects. This work has not however been approved by the City Deal Executive given the ongoing discussions regarding City Deal.

Going Forward: Once the wider City Deal agreement is in place then the prioritization work will be considered by the City Deal Executive.

Notable factors with potential to impact success: City Deal projects continue to progress slowly, all being heavily reliant on partnership working.

PLACE

Scope and Prepare Masterplans for Key Centres in South Ribble, Including Consultation with Local Residents and Businesses, and Commence Delivery.

Overall Performance: ON TRACK



Quarter 2: Leyland Town Centre Masterplan – we are progressing through consultation to final draft. Meetings between the Director of Planning and Property and consultants has been arranged to agree the next steps.

Penwortham Centre Masterplan – we are currently waiting for Lancashire County Council (LCC) to finalise their engineering proposals for Liverpool Road (post by-pass) before we commence our plans.

Bamber Bridge Masterplan – this activity needs a steer from Members, a decision needs to be made for this Masterplan given some work has recently been done to Bamber Bridge Town Centre.

Notable factors with potential to impact success: The progress and success of this project is reliant on other parties. Frequent communication is carried out to maintain mutual strategic direction, and consultation is to be carried out with local businesses.

Central Lancashire Local Plan

Prepare and Consult on Issues and Options for the Central Lancashire Local Plan and Prepare Draft.

Overall Performance: ON TRACK



Quarter 2: In this Quarter, we are currently seeking consent from the respective Councils to go out to consultation with the 'Issues and Options' consultation.

Going Forward: This will be a significant consultation with the general public, statutory undertakers and other interested parties as to the issues that the Local Plan should be considering and what options should be taken forward. This consultation will run from 15th November until 14th February 2020

Notable factors with potential to impact success: There is potential that there is a lack of engagement with the consultation. The consultation will be as wide as possible and use new ways of reaching groups that possibly don't fully engage, such as young people.

PLACE

Cuerden Strategic Site

Implement Phase 2 of the Employment and Skills Plan

Overall Performance: ON TRACK



Quarter 2: Lancashire County Council (LCC) have announced in the summer that their Cabinet has given the go-ahead to progress the Cuerden site. LCC are now in the process of selecting a development partner for the site. A revised planning application will be needed for the scheme due to the changing nature of the proposals. However, no application has been submitted yet. Work is continuing to make sure that development partners are aware of the need for Employment and Skills Plans, as are LCC. A set of Employment, Skills and Socio Economic Value (ESSEV) benchmarks has been established specifically for the Cuerden site, based on best practice. The ESSEV document has been shared with Members and is awaiting sign-off for publication. The new development partners will be engaged on Apprentice Factory support as soon as they are announced. It has been agreed that this project will encompass the implementation of employment and skills plans on all the development sites in South Ribble, which meet the size criteria.

Notable factors with potential to impact success: The progress of this project is reliant on LCC driving the project forward, identifying a development partner and securing occupiers for the site.

Economic Strategy: Support for Existing As Well As New Businesses

Prepare and Implement a Central Lancashire Economic Strategy and Align to City Deal (including supporting new and small businesses)

Overall Performance: ON TRACK



Quarter 2: The consultants have produced separate draft economic frameworks for South Ribble, Preston and Chorley.

Going Forward: The frameworks need to align with the emerging pillars of the Lancashire Industrial Strategy (LIS) and to inform the refresh of the Strategic Economic Plan (SEP) for Lancashire. The timescales need to align with the new central Lancashire Local Planning Framework as the strategy will inform the Local Plan and will sit alongside an updated Employment Land and Premises Study to form the evidence base. The emerging issues and priorities have been shared with Members and are awaiting their input. The project is on track to meet the Local Plan timescales, which will be after the 2020 local elections.

Notable factors with potential to impact success: Progress of this project is dependent on partnership working and external influences.

Number of High Level Jobs
in the Borough



TO BE REPORTED
QUARTER 3

Number of Large, Medium, Small
and Micro Businesses in the
Borough



TO BE REPORTED
QUARTER 3

River Ribble Master Planning

Prepare Masterplan for River Ribble Green Links Including Consultation and Implementing Priority Projects.

Overall Performance: ON TRACK



Quarter 2: Work has been undertaken to develop a brief that is subject to approval by Members. This work will be intrinsically linked to the Environmental Agency flood defence work which will deliver a large percentage of our intended outcomes.

Going Forward: This activity will be taken forward as part of the revised Corporate Plan. The masterplan is to be developed in-house, with the initial draft ready for consultation in Quarter 4.

Notable factors with potential to impact success: The success of this project is reliant on external partners and decisions.

Housing Framework: Delivery of a Balanced Housing Market

Deliver Actions Identified in the Private sector Stock Condition Survey.

Overall Performance: ON TRACK



Quarter 2: The review of both stock condition surveys has now been completed, the data is now being analysed and actions to be delivered will be produced as scheduled in the project.

Going Forward: There has been an issue with the data in the 2019 stock condition survey not in the same format as the previous survey in 2012 however, this has now been resolved with BRE (Building Research Establishment).

Notable factors with potential to impact success: The success of the project will depend on 2 factors, these are:

- Recommendations being approved by Council;
- Funding to implement findings of the survey.

Percentage of Total Housing Stock that are Empty (for six months or over)

1.38%



ON TRACK

Previous Quarter: 1.27%
Same time last year: 1.40%

Number of Empty Properties within the Total Housing Stock (for six months or over)

690



ON TRACK

Previous Quarter: 633
Same time last year: 695

PLACE

Place Promotion

Develop South Ribble Programme for Festivals and Events, to Build on South Ribble's Thriving Community Spirit.

Overall Performance: ON TRACK

Quarter 2: Within the quarter the events programme for 2019-20 has continued to be delivered. The events that were held during quarter 2 include:

- Longton Village Market and Welcome Café;
- Lostock Hall dementia friendly Bob-In café;
- Taste of Leyland Food Festival;
- Longton Live.

Going Forward: The revised Corporate Plan seeks to develop a music festival/event to be hosted within the borough as part of developing its festivals and events programme.

Notable factors with potential to impact success: A change in scope is being looked at with work ongoing to explore new models for organising and running events which may increase the resource requirements to meet demand of type and size of events. Due to the current incentive structure in place for working events on the weekend, there are a limited number of volunteers available.



My Neighbourhood Plans

Deliver Projects Within the Agreed My Neighbourhood Plans.

Overall Performance: ON TRACK

Quarter 2: Projects contained in My Neighbourhood Plans continued to be delivered, the outcomes for Quarter 2 include:

- Successful 'In Bloom' competitions for Leyland, Penwortham, Western Parishes, Lostock Hall and Farington;
- Popular events held such as Leyland Festival, Longton Live, Taste of Leyland;
- There has been work ongoing to promote dementia awareness and reduce social isolation;
- A holiday hunger scheme to support vulnerable families.

Going Forward: A review of the My Neighbourhoods approach is being undertaken and a Cross Party Working Group has been established to identify recommendations on how it can be developed.

Notable factors with potential to impact success: The delivery of projects is not expected to be impacted within the current year. However, the review of My Neighbourhoods is ongoing and there may be unknown impacts.



PLACE

Raising Community Aspirations in Relation to Growth and Improvements in the Borough

In Collaboration with Partners, Deliver Actions Identified Within the Strategy.

Overall Performance: **ON TRACK**



Quarter 2: The Partnership's Leaders and Executive Boards have identified 3 key areas of focus to define the action plan for the Partnership over the next 12 months. These strands are:

Strand 1, Referrals and Pathways

Part A: Education, Skills, Aspirations (Growth):

- ▶ Develop initial skills/confidence;
- ▶ Preparedness for work;
- ▶ Developing aspirations;
- ▶ Advancing social mobility.

Part B: Health (Place):

- ▶ Early Action and Intervention;
- ▶ Integrated services;
- ▶ Community based approaches to self-care/management and prevention.

Strand 2, Connected Communities

Developing Volunteering (Connected):

- ▶ Recruitment (including skilled volunteering);
- ▶ Incentivised Volunteering / Engagement.

Strand 3, Communication and Culture

Part A: Internal Communications:

- ▶ Improve communication across the Partnership in the form of a Communication Strategy. How we can communicate more effectively as a Partnership.

Part B: External Communications:

- ▶ Wider communication in terms of organisations understanding what different services/opportunities are being delivered. Elements of this included reference to Refernet which provides a digital platform which details different services available to residents/service users.

Going Forward:

Meetings have been set up with key stakeholders and partners at an operational level to define activities and agree actions to take forward. These will then form part of the action plan that can be monitored and evaluated.

PLACE

South Ribble Partnership - Big Do 2019



The Big Do Event took place in September 2019 at BAE Academy of Skills and Knowledge. The event was a great success, gathering all the Partnership's members and wider stakeholders including key note speaker Maria Desmond, MBE and the MC for the day, Dave Guest from BBC North West Tonight.

The purpose of the event was to:

- ▶ Launch the South Ribble Community Strategy 2019 -2024. The Community Strategy sets out a shared vision for South Ribble between communities, service providers and businesses;
- ▶ Set out areas of its work programme and encourage participation and collaboration.



OUR PEOPLE

Corporate Plan (Feb 2019)

The programmes reported in this report relate to the existing Corporate Plan:

- Organisational Development;
- Apprentices.

Going Forward

Our People and Communities

Strong and active communities where people are engaged and have a voice.

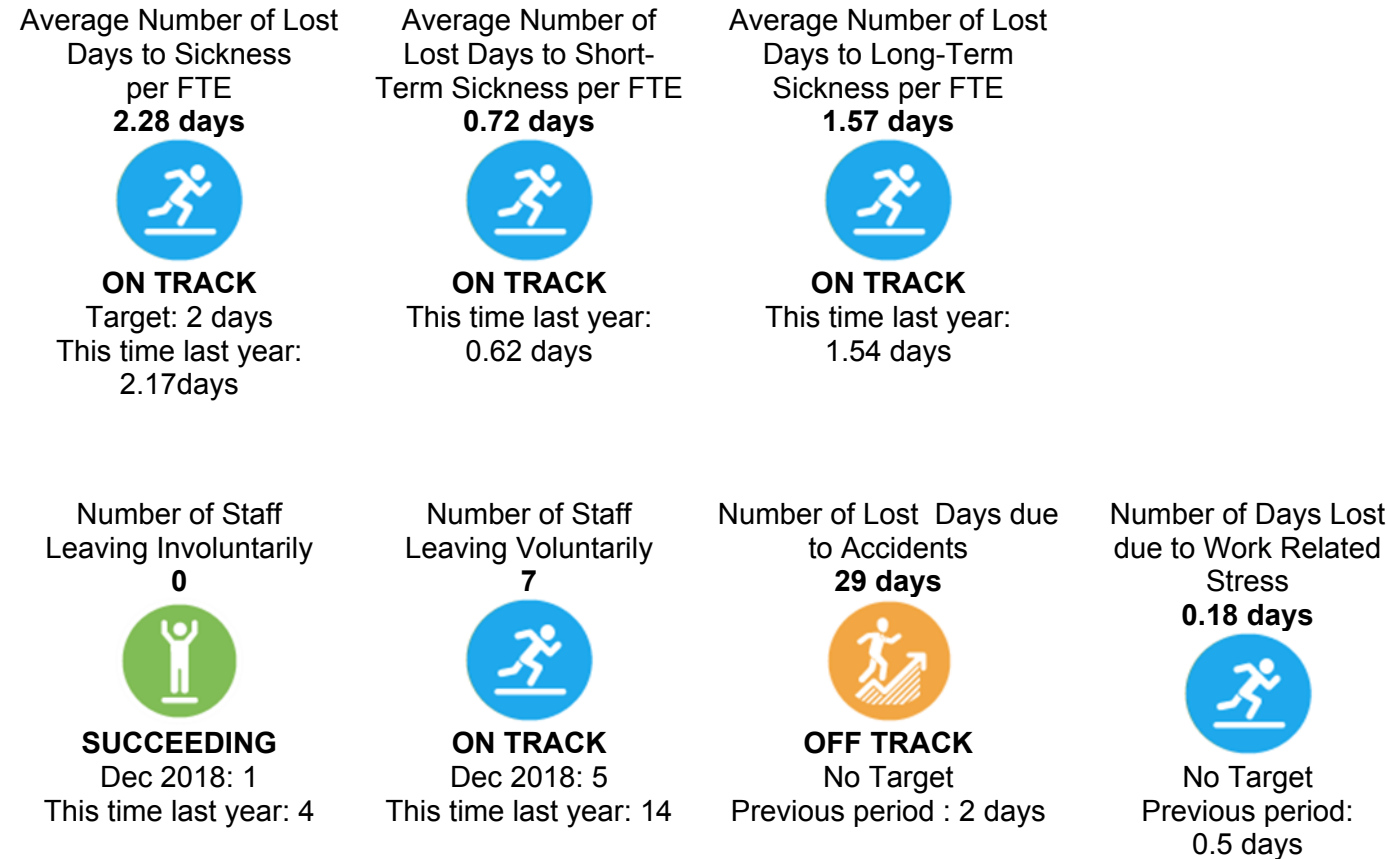
South Ribble has an amazing sense of community. We want to support communities to be able to shape what we do as a Council, as well as us supporting communities to take part in active democracy, decision making and leading activities within their communities that they want to provide.

As the Council moves forward projects and activities that are reported will form part of the Council’s refreshed priorities of:

- We invest in the people who work, volunteer and actively get involved with the Council, developing their skills, voice and confidence;
- Communities are able to get involved, have a voice and feel supported to make things happen in their community;
- The Council seeks innovative ways to ease the financial burden on residents.

How are we performing?

Below are the key performance indicators that demonstrate how well our services are currently meeting their objectives and targets.



OUR PEOPLE

Organisational Development

Bring Forward a Comprehensive Member Development Programme

Overall Performance: **ON TRACK**



Quarter 2: The Member Development Steering Group has held its first meeting, received a presentation from the North West Employers' Organisation on the North West Member Development Charter and is starting to develop a strategy to achieve level 1 of the charter.

Going Forward: In addition to the Member Development Steering Group, a comprehensive Member development programme is in place and an evaluation of the Member induction process planned.

Notable factors with potential to impact success:

It is important that our approach to developing Members is Member led and tailored to their individual needs. Engagement with all Members will therefore be the key to success.

Apprentices

Apprentice Factory Phase 2

Overall Performance: **ON TRACK**

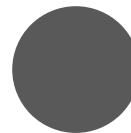


Quarter 2: The Class of 2019 have now started their Apprenticeships at South Ribble Borough Council. After exceeding government targets for the number of Apprenticeships in 2017, the Council continues to support the scheme with the introduction of the new cohort of six apprentices in 2019. The team of new apprentices have joined the Communications, Investment and Skills, Partnerships, Environmental Health and Building Control teams. The qualifications that the Apprentices will study for include Digital Marketing, Business Administration, Regulatory Compliance and Construction and the Built Environment.

Going Forward: The council will work in partnership with Runshaw College and Preston's College to deliver training courses and qualifications.

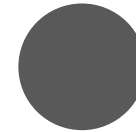
Notable factors with potential to impact success: An element of the project originally scoped for the Apprentice Factory Hub to be located within the Civic Café however, the renovation within the Civic Centre has not progressed in this area as planned and therefore additional time has had to be taken to explore other options.

Number of Staff Undertaking
Apprenticeships
at the Council



**TO BE REPORTED
QUARTER 3**

% of Council Staff undertaking
Apprenticeship Qualifications



Target: 2.3% (National Public
Sector Target)
**TO BE REPORTED
QUARTER 3**

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Supplementary Item –

Further information on Homelessness

Quarter 2 2019-20

Appendix 2

Introduction

All councils have a legal responsibility to help homeless people and their families and to ensure their rights are upheld. The council has strict rules about who is homeless and in priority need. The work of the Housing Options and Homelessness Service is guided by the Homelessness Reduction Act 2017 which brought in a number of significant changes and extended and strengthened the duty for local authorities deal with the causes of homelessness. The main changes brought in by the 2017 Act can be summarised as follows:

- ▶ A household or person can now be assessed as threatened with homelessness in 56 days where it was previously 28 days;
- ▶ For all households who are homeless or threatened with homelessness their case worker will agree with them a personal housing plan setting out what the case worker will do and what the household will do to prevent or alleviate their homelessness. Agencies working with the household may contribute to some of the steps in a personal housing plan;
- ▶ The Act formalises the Prevention and Relief duty – for those threatened with homelessness the Councils have a duty to take steps to prevent homelessness and for those already homeless the Councils have a duty to relieve homelessness. It is only at the end of this process that a full duty decision can be made;
- ▶ Households can present anywhere in the Country and Local Connection referrals cannot be made at the prevention stage – only once a relief duty has been accepted.

Furthermore, Public Bodies have a duty to refer households to the Council where there is a threat of homelessness (as long as they get the consent of their client). This is an area of work which has grown since the Act and in South Ribble we have had 37 households referred to the Council under the duty to refer. The main agency undertaking referrals has been the Department of Work and Pensions but also from increased referrals being received from probation / police / prisons and mental health services. The referrals do support the prevention agenda and are a tangible sign of a more joined up and holistic approach to preventing homelessness.

Referrals can be made to the Council using the link on our website to the ALERT system or by emailing housing@southribble.gov.uk or dutytorefer@southribble.gov.uk.

Prevention of Homelessness

Where a household is threatened with homelessness but they have not yet lost their accommodation, the prevention duty will apply.

At the prevention stage, the Council will not offer temporary accommodation as the accommodation has not yet been lost. The prevention duty continues for 56 days but this can be extended if they are able to remain where they are pending re housing – for example we negotiate with a private landlord for the tenant to remain in the property until alternative accommodation is sourced. The prevention duty can be ended in a number of ways for example if accommodation is secured, the household becomes homeless as opposed to threatened with it, they fail to co-operate or contact with the household is lost.

If the household subsequently becomes homeless or is already homeless on presenting to the Council then the relief duty will apply.

At the relief stage, temporary accommodation will be offered if the following factors are applicable:

The Household is:

- ▶ Eligible for assistance;
- ▶ The Council is satisfied that the household is homeless and has no accommodation available to them either here or abroad;
- ▶ The household is in priority need. Priority need is defined in legislation and case law supported by the Code of guidance. If a household has children or a member of the household is pregnant they are deemed to be in priority need. For single people the assessment is more complex and a test of vulnerability is applied.

At this stage, a referral back to another Council can be made if there is no Local connection to South Ribble. It is important to note that the relief duty is temporary and will come to an end. At this stage the Council will need to determine whether or not a main housing duty is owed and in doing so it will consider in addition to the above whether or not the person(s) presenting are intentionally homeless due to their own actions or a loss of contract etc. If they are, the Council will have a limited duty to provide them with accommodation (usually 28 days but this depends on individual circumstances) and the applicant(s) will be provided with advice and assistance to secure accommodation.

Some Statistics on Homelessness

These statistics are taken from the CIVICA database. They are uploaded quarterly to the Ministry of Housing Communities and Local Government (MHCLG). The statistics are regarded as “experimental” by Government at present. This is due to Local Authorities and software providers getting used to the new legislation and duties and how to record them. The MHCLG statistics do not include all local authorities and the statistics are not comparable with historical performance as the responsibilities of Local Authorities were fundamentally changed under the 2017 Homelessness Act. However, we believe the statistics below provide for a reasonably accurate account of Homelessness performance in South Ribble.

Presentations to services 2018 -2019 (April to March)

Total number	Advice only	Prevention duty owed	Relief Duty Owed	Enquiries establish not homeless	Local connection referral
817	48	482	177	109	1

Presenting reasons April 2018 to March 2019

Loss of social rent	24
Domestic Violence	107
Other violence	14
Left institution to No Fixed Abode	8
Required to leave Home office accommodation	3
End of private rent not Assured Shorthold Tenancy	11
Family no longer able to accommodate	190
Friends no longer able to accommodate	24
Relationship Breakdown (non-violent)	73
Fire/Flood/other emergency	4
Left HM forces	2
Mortgage Repossession	10
Property disrepair	9
End of Assured Shorthold Tenancy	121
Eviction from Supported Housing	13
Other	128

Top 5 Reasons for presenting

1- Family no longer willing to accommodate (190)

Of these:

- ▶ 110 cases were owed a prevention duty;
- ▶ 68 cases were owed a relief duty;
- ▶ 12 cases were not deemed as being homeless.

In the year:

- ▶ 43 cases were prevented;
- ▶ 20 cases were relieved;
- ▶ 58 cases were closed – We have lost contact or the applicant has stated that they no longer require advice.
- ▶ 14 cases had their duty discharged – These are cases where we have moved on from the relief stage and made a main housing decision. We have discharged the duty either by accommodating them or by them losing the accommodation provided in the interim.

2- Other (128)

These cases in the main relate to cases added so that Discretionary Housing Payments can be recorded. We work closely with the Housing Benefit service who can award additional payments of housing benefit to assist people to remain in their home, an example would be if a person is subject to an under occupation charge or have had a change in circumstances and can't afford the rent. Discretionary Housing Payments can also be used to fund things such as moving costs where people need to move but cannot meet the costs. If a Discretionary Housing Payment were not made in these cases, the result would be them becoming homeless. This category also includes move on from supported housing and cases that do not relate to other categories.

In the year:

- ▶ 93 cases were prevented;
- ▶ 3 cases were relived;
- ▶ 1 case required the main duty to be discharged;
- ▶ All the remaining cases were closed apart from 6 cases which are still ongoing.

3- End of Assured Shorthold Tenancy (121)

These are mainly used for private lets and the break-down is as follows:

- ▶ 62 cases were due to the landlord selling the property;
- ▶ 18 cases related to rent arrears due to a change in circumstances;
- ▶ 1 case involved a breach of tenancy (not rent arrears);
- ▶ 1 case involved an illegal eviction;
- ▶ 1 case was due a rent increase;
- ▶ 4 cases related to rent arrears due to reduction in employment income;
- ▶ 10 cases related to difficulty with budgeting;
- ▶ 2 cases were due to changes in benefit entitlement;
- ▶ 2 cases were due to complaints about disrepair;
- ▶ 20 cases of "other" were recorded.

For Assured Shorthold Tenancies as a whole:

- ▶ 47 cases were prevented;
- ▶ 12 cases were relived;
- ▶ 41 cases were closed;
- ▶ 8 cases had a duty discharged.

4. Domestic Violence (107)

The Council shall support victims of domestic violence both through providing additional security into the victims home and helping with securing suitable alternative accommodation when it is not safe to stay in the family home. The breakdown for domestic violence is as follows:

- ▶ 72 cases were owed a prevention duty (these include referrals under the Sanctuary Scheme where we put additional security in place so that victims of domestic violence feel safer to remain in their home);
- ▶ 31 cases were owed a relief duty;
- ▶ 5 cases were not deemed to be homeless.

In the year:

- ▶ 55 cases were prevented;
- ▶ 8 cases were relieved;
- ▶ 5 cases had a duty discharged;
- ▶ 33 cases were closed.

5. Relationship breakdown (73)

The number of relationship breakdown cases are outlined below:

- ▶ 32 cases were owed a prevention duty;
- ▶ 29 cases were owed a relief duty;
- ▶ 12 cases were not deemed to be homeless.

In the year:

- ▶ 7 cases were prevented;
- ▶ 8 cases were relieved;
- ▶ 5 cases had a duty discharged;
- ▶ 46 cases were closed.

It is worth noting that the main reasons for loss of social rent were difficulty in budgeting and change of circumstances and the main reasons for the loss of supported housing were breach of tenancy other than rent arrears. Only 1 case was due to rent arrears and 1 person was no longer eligible for supported housing.

Preventions and Reliefs April 2018 to March 2019

	Secured existing accommodation for 12 months	Secured existing accommodation for 6 months	Secured alternative accommodation for 6 months	Secured alternative accommodation for 12 months
Preventions	67	51	40	84
Reliefs			18	29

Rough Sleepers

The Borough does not have a significant number of rough sleepers and where reports are received the Housing Options Team are proactive in attending sites to offer advice and assistance. If there is no duty to accommodate, wherever possible the Housing Options team will arrange accommodation on a night by night basis. During October and November each year the service is required to submit to MHCLG the number of rough sleepers we have on a single night. We can do this by either conducting a count on the night or by doing an estimate involving partners. In the past, the service has gone out and conducted a count however, this year we do not have any sites to go out to and so will be doing an estimate involving partner agencies and the service shall also ask members to report any knowledge of rough sleepers to the Housing Options Team.

In November 2018, the Housing Options Service reported 5 rough sleepers 4 of whom were working with Preston Homelessness service but had camped on South Ribble land at the border between South Ribble and Preston.

The Service will be submitting an application to the Cold Weather Fund this year to enhance the service we can provide to anyone sleeping rough over the winter months. We were successful in this bid last year. Councils with less than 5 rough sleepers can claim back up to £10,000 in total. Our bid was to enhance the severe weather provision we have in place with Cotswold House in Chorley so that the provision was kept open throughout the winter not just when the temperatures drop below zero. We were also able to fund transport costs. We assisted 5 people – 2 longer term and 3 for a couple of nights. The fund was also used to pay rent in advance for 1 to access permanent accommodation. The total claimed back was £2271.46. This covered the actual cost of provision for those who accessed the scheme. We did not turn anyone away from cold weather provision.

Main Duty Decisions April 2018 to March 2019

Accepted	29
Intentional	7
Non priority	16
Not homeless	4

Categories of priority need for those accepted main duty

Dependent children	15
Pregnancy	4
Physical Health	8
Mental health	1
Domestic Abuse	1

In the period 2017/2018 - 73 decisions were made of which 51 were main duty acceptances which resulted in rehousing being provided.

Temporary Accommodation

The Service has access to 30 self-contained flats in South Ribble and 4 rooms in a Shared House of Multiple Occupation in Preston. In addition to this, the Service can also access refuge accommodation where appropriate

Typically the Service has between 25 and 30 households in temporary accommodation. The rooms are also used to alleviate rough sleeping for non-duty households when we have availability. Currently there are 23 households in Temporary Accommodation – 15 of which have children.

The Senior Housing Needs Officer visits this accommodation regularly to ensure issues are kept to a minimum and move on can be facilitated as quickly as possible. There are however, a number of households with previous tenancy failures or other issues that are difficult to move on and in such instances the services adopts a multi-agency approach to ensure households receive the support they require to facilitate move on.

Bed and Breakfast (B&B) is always deemed as a last resort and is used infrequently and only for a very short period of time. An example of when B&B has been used is on one occasion a client required wheelchair accessible accommodation and there was none available at the time. The Service is now adapting one of the temporary accommodation units to be wheelchair accessible as a result of this issue. On another occasion B&B was utilised when the temporary accommodation portfolio was full or the household was unable to access it. There is statutory guidance that B&B should not be used except in an emergency for families, households with a pregnant woman or 16/17 year olds. Where B&B is used it cannot be for no longer than a period of 6 weeks and the Council have not exceeded this target. It is worth noting that in contrast to the above categories of client there are no restriction on the use of B&B for single people.

Access to Permanent Housing

Access to social housing is in the main via Select Move, although a small percentage of lets are done outside of this.

The waiting list South Ribble as stated on Select Move contains the following information as at September 2019:

	South Ribble
Band A – highest priority urgent need to move	30
Band B – priority Urgent need to move	67
Band C - housing need	90
Band D – positive community contribution , under occupancy and 1 bedroom over crowded	267
No preference band - no housing need	344
Open property register – those who do not qualify for Select move	1038

Bands A, B and C contain customers who are entitled to reasonable preference on the waiting list as defined in law.

A number of prevention initiatives are in place through which the Council works in partnership with statutory, voluntary and third sector partners to prevent homelessness. Examples of partnerships include:

- ▶ Joint Protocol for 16/17 year olds – working with social care, KEY and young people's schemes;
- ▶ Floating support, Young People's Housing Advice Service and Pre tenancy training is undertaken in partnership with KEY Youth Charity;
- ▶ Sanctuary Scheme – to support victims of domestic violence is run in partnership with Preston care and Repair and Chorley Council;
- ▶ Bonds and rent in advance are provided by the Council to assist clients to access private sector accommodation or funds can be released to:
 - Prevent homelessness –for example the service will liaise closely with the benefits team in respect of accessing discretionary housing payments;

- ▶ Homelessness prevention is a top corporate priority and a corporate plan project has commenced which incorporates enhancing homelessness prevention and building on the duty to refer. The project includes a proposal to carry out proactive inspections of private sector properties to raise standards (subject to funding being agreed), identifying property condition issues as part of Disabled Facilities Grant inspections and facilitating a quick turnaround for grants to enable people to leave hospital.

The project also incorporates:

- ▶ A training event to be held with voluntary sector partners to raise awareness of safeguarding, services available to prevent homelessness and identifying opportunities for collaboration;
- ▶ Working with probation and the police to address the specific issues in relation to offenders and ensure that risks are effectively managed and minimised;
- ▶ Reviewing and enhancing prison and hospital discharge protocols – particularly in relation to mental health and adult social care – the mental health and adult social care are to be looked at in their own right and not just as part of prisons and hospital discharge;
- ▶ Social Housing is accessed across Chorley, Preston and South Ribble via the Select Move partnership which has a common allocations policy and housing register;
- ▶ Severe weather extra provision is delivered with Chorley Borough Council.

The Council works collaboratively with Preston City Council with regards to the provision of a shared House of Multiple Occupation in Preston. Preston also provide a scheme for ex-offenders which we can use by agreement and we jointly work with a private sector landlord who provides accommodation for single people. More recently Preston have been awarded funding to deal with rough sleeping in the city and have opened a 24 hour hub with accommodation, support and outreach attached to it for rough sleepers.

South Ribble submitted a bid to source funding to enable access to this with the support of Preston Council – this was unsuccessful which was not surprising as we cannot evidence large numbers of rough sleepers. We are however, discussing with Preston the use of homelessness grant to facilitate access to this service for our rough sleepers when we become aware of them.

There is a Lancashire Homelessness forum which meets quarterly to share best practise and discuss cross cutting issues.

Homelessness Strategy Review

The Homelessness Strategy is due for review and consultation has been carried out with the homeless network. Consultation with Elected Members shall be conducted through a Member briefing session. The Homelessness Strategy must address the following:

- a. Preventing homelessness in the district;
- b. Securing sufficient accommodation is and will be available for people in the district who are or may become homeless;
- c. Securing the satisfactory provision of support for people in the district who are or may become homeless or who have been homeless and need support to prevent them becoming homeless again.

The variety of prevention initiatives currently in place appear to work well. However, there are a number of gaps and improvements that could be made and feedback from partner agencies at the homeless network identified the following National, Regional and local issues requiring further work and addressing to help improve the service further:

- ▶ Lack of support to clients since floating support was dis-continued;
- ▶ Lack of safe places for people to go to;
- ▶ Young people falling through the gap – particularly due to funding changes for supported accommodation;
- ▶ Universal Credit and its impact on people the effect of advances is under reported;
- ▶ Accommodation the most important thing for everyone to move forward;
- ▶ Affordability for under 25's;
- ▶ Joint protocol issues;
- ▶ Lack of supported accommodation for over 18's;
- ▶ Lack of shared accommodation for under 35's;

- ▶ Intermediary accommodation with different packages of support brought in as a stepping stone to independent tenancies;
- ▶ Supported housing for complex needs;
- ▶ Chaotic lifestyles – lack of support;
- ▶ Payment of universal credit in arrears leads to housing debt and stress for households when notices are served;
- ▶ Criminality – hard to access social housing – may be easier with support;
- ▶ Lack of affordable 1 bedroom accommodation.

It is envisaged that the review shall be completed by the end of December 2019. The strategy shall need to be signed off by Cabinet and consultation will be undertaken with Members ahead of this to determine their priorities for the service. It is clear that prevention is a top priority for the Council and this shall be a focal point of the new Homelessness Strategy. An action plan will be drawn up to address the issues highlighted within the strategy. The action plan will seek to deliver the priorities as identified within the strategy. Officers shall prioritise actions under their control and will work with partners to highlight and lobby for change in relation to wider national and strategic issues.

REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Holiday Hunger Scheme	Deputy Leader and Cabinet Member for Health, Wellbeing and Leisure	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. This report is an evaluation of a pilot project run over the 6 weeks summer holidays of 2019 in the Broadfield area and a proposal to extend the project. The Project was to contribute to the development of a sustainable approach to reducing holiday hunger in South Ribble, when children do not have access to free school meals.

PORTFOLIO RECOMMENDATIONS

2. Cabinet consider this report and provides comments on the pilot project, the evaluation and the learning points.
3. Cabinet recommend the scheme should be expanded to include further areas and to include the development of a Pantry project.
4. Cabinet approves a Holiday Hunger budget to a total of £60,000 over a 4 year period, and authorises expenditure on this scheme up to the overall budget value.

REASONS FOR THE DECISION

5. The reason for this report is to provide Cabinet with an update on the holiday hunger pilot which took place over the 6 weeks summer holidays and to recommend an

expansion to the scheme if the budget is approved. This is a key part of our Corporate Plan to tackle poverty and to ensure our residents can live in a place where they can be happy, healthy and safe.

CORPORATE OUTCOMES

6. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	x
Place, Homes and Environment	x

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

7. Children deserve the best start in life and this is made clear in the Scrutiny Review of Health Inequalities 'Mind the Gap'. Childhood hunger shouldn't be allowed to have a damaging impact on their health, attainment and opportunity. Lack of adequate nutrition impacts children's development and ability to take part in education.
8. Holiday hunger pushes many families into food poverty and insecurity. While many children from low-income families are entitled to free school meals during term time, there is currently no such provision during holidays. Local voluntary sector organisations 'fill the gap' in some places by providing food banks but this is far from universal.
9. A report by the All Party Parliamentary Group on Hunger found that children were returning to school in a worse educational, health and developmental state than that in which they had left in the summer. That report found that as many as three million children face the risk of food insecurity during the summer months.
10. Not only does the lack of food have a physical impact, children from poorer backgrounds are also suffering increased mental health difficulties, due to the 'loneliness, stigma and isolation' that comes with holiday hunger. A senior associate at the General Medical Council stated that anxiety and mental health difficulties faced by children as a result of holiday hunger are leading to socioeconomic differences in mental health and wellbeing when children return to school.
11. Research from Cardiff University, based on a study of 103,971 children from 193 secondary schools, showed that children from poorer backgrounds were more likely to report loneliness and hunger during the summer holidays, and were less likely to spend time with friends or engage in physical activities.
12. The Project was run as part of the Council's commitments to tackling poverty and £10,000 in funding was available to run one pilot project to reduce holiday hunger over the school holidays from 21st July to 1st September 2019. The Broadfield area was chosen based on the number of children accessing free school meals.

- 13.** The Project offered free nutritious food as a packed lunch two days a week where children or parents could choose ten items of food. These items then could be used to make 5 nutritious lunches which included healthy drinks, fresh fruit, breads and sandwich fillings. In addition the charity FareShare provided free of charge additional items such as breakfast cereals, milk, snacks and vegetables. These items were additional items to the ten items of food provided by the Council.
- 14.** The Council worked with a Charity called Key Unlocking futures who volunteered to provide the building and a member of staff to run the scheme. Key had access to a large number of local volunteers to help run the scheme who know the area well. The use of volunteers from the community and that the building was set up like a shop helped to reduce the feeling of stigma in accessing the food.
- 15.** The Council sent vouchers to all primary and secondary school children in the area of the scheme who had free school meal provision via their school. We worked to ensure that every child had 6 vouchers one for every week in the holiday. The schools volunteered to give these vouchers to the children and we gave the schools extra vouchers to give to children who may not have access to free school meals but are in need. This system proved effective as it meant that at the point of delivery families did not need to be asked intrusive questions. Families just needed to provide a voucher in return for the food.
- 16.** The main expected outcomes of the Project were;
- A reduction in financial strain and food insecurity for families
 - A reduction in hunger for children over the holidays
 - Improved nutritional knowledge, where needed
 - Improved wellbeing, social interaction and reduced isolation, where needed.

The pilot project provided 231 food parcels and cost the Council £1,155. This cost includes the purchase of food, equipment and a small contribution to FareShare. In addition to this, FareShare provided food to the value of £900. Key has provided 90 hours of staff time with an attributable cost of £1,170 and 84 hours of volunteer support with an attributable cost of £689.

- 17.** Here are some comments from the families:

“It has been really helpful to see us through the weeks which meant less stress and more time for fun with my family”

“Lovely staff and a massive help with food during the summer holidays”

“Friendly and helpful volunteers with a wide choice of foods available”

“Great atmosphere and approachable volunteers- it was extremely helpful I am so grateful”

“A great help when you are struggling with money- nice friendly people who always have a smile on their faces”

“It has been so well run, it has been extremely helpful and it is nice knowing that others are thinking of families in need over the holidays”

“Absolute God send thank you”

18. In addition to the outcomes achieved above a wider benefit to the community is how this project has drawn people in to the Community Centre who hadn't previously visited. This has helped people to feel comfortable coming to the centre and to find out what else is on offer. This had led to increased demand in other sessions which take place in the centre such as their youth club, coffee mornings and a number of new volunteers are in the pipeline from those who have used this service.
19. Although we feel this pilot project was successful overall and delivered the outcomes we expected, there were areas of deprivation that the project did not cover. An example of this is Kingsfold in Penwortham, which according to the latest free school meal data show in some schools 42% of children have access to free school meals.

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

20. The report show the great success and positive feedback the project has received, but that there are areas of need in our Borough the project did not cover. Therefore it is proposed to extend the scheme to cover a further three areas of the borough.
21. The three further areas proposed are Bamber Bridge, Kingsfold and Wade Hall. These additional locations have been selected based on the numbers of children receiving school dinners in these areas. Further areas may be selected in the future based on the need.
22. The proposed project will be using the same model as the pilot scheme but with different community organisations providing the buildings and support. The proposed project will run during all school holidays to provide nutritious lunches for children in both Primary and Secondary School who receive free school dinners.

Pantry Project

23. Working with the community and our partner Key it was clear that people needed support all year round. During the pilot people reported that they felt food banks were stigmatising and would not use them even though they were in need and were referred from their doctor. Therefore we contacted an agency called Christians Against Poverty to see if we could find an alternative to food banks.
24. Christians Against Poverty proposed that we offer a Pantry Project. Pantries operate as a membership scheme designed to help people make their money go further. Members can join without being referred and can remain members as long as they wish. To this extent Pantries are a step on from food banks in a number of important ways:
- Member run: Pantries are run on very much cooperative lines, by and for their members, with many of the volunteers who run the Pantry also being members.
 - Open to all: Membership to anyone within the local neighbourhood who satisfies a basic 'low income' criterion, with no requirement to be referred by a professional or other third party.
 - Choice: Members are entitled to choose what food they want, using a colour coded system to ensure that this includes a balance of fresh, packaged and high value goods.
 - No time limits: Local Pantry membership is not time limited; members can choose to come every week (or not) for as long as they want.

25. Pantry membership is generally a £2.50 weekly fee and the aim is to reduce food shopping bills, provide advice and support, develop skills and bring communities together. In addition to the food members are offered training courses, cooking demonstrations and seasonal competitions and event.
26. For the £2.50 weekly fee pantry members can choose at least 10 items of groceries, with the average shopping basket often worth in excess of £15, which is a potential saving of £650 per year. The membership fees are directly invested back into the pantry to provide fresh produce on top of the £15 basket of goods.
27. Christians Against Poverty have interviewed a number of people who use their existing Pantry project and the feedback has been excellent. One comment from a member demonstrates the need "With the food bank I feel like I'm lowering myself. I'd rather go without food. And it's local so people I know are there...The Pantry feels different because you have paid and you are making a choice on the food you take home."
28. Key have offered to run the pantry project in one of their buildings and use their staff to support the project until the members are able to undertake this role themselves.
29. In order to become part of the Pantry franchise the cost for the Council would be £3000 this includes all the set up costs for Christians Against Poverty. No further funding is required as FareShare will provide the food free of charge, Key will provide the staffing and the membership fees are invested back into the project for fresh items such as fruit and vegetables.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

30. As addressed above 100% of the people visiting the holiday hunger project appreciated the provision and the comments provided above demonstrate the feedback.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

31. The alternative is to not run the project at all, but based on the research undertaken as highlighted in the report showed that children from poorer backgrounds were more likely to report loneliness and hunger during the summer holidays, and were less likely to spend time with friends or engage in physical activities.
32. Another alternative would be not to expand the pilot, but as shown there would be areas of deprivation that would miss out on the project.

FINANCIAL IMPLICATIONS

33. The Council has set aside £10,000 in 2019/20 to fund this project. The pilot scheme cost the Council £1,155, however the total value of the pilot project (including voluntary contributions of food and time) was about £3,900. Further projects are in place for the school holiday periods, including October half-term and Christmas. The costs of these projects can be met from the existing budget provision.
34. In order to become part of the Pantry franchise the cost for the Council would be £3,000 which includes set up costs and no further funding would be required as FareShare will provide the food free of charge, Key will provide the staffing and the membership fees are invested back into the project for fresh items such as fruit and vegetables.

LEGAL IMPLICATIONS

35. The issues of Equality have been addressed. The remaining issues would be to ensure that the delivering service adequately risk assesses food provision and has in place appropriate insurances and policies to mitigate risk to the consumer/service user.

AIR QUALITY IMPLICATIONS

36. None

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

37. My Neighbourhoods team are supporting this project and working to build the community assets to run both the proposed holiday hunger project and Pantry project. The proposal is that following initial setting up of the schemes staffing support from the community will run the projects.

ICT/TECHNOLOGY IMPLICATIONS

38. None

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

39. None

RISK MANAGEMENT

40. The key risk is that the Community groups are not able to support the project and Council officers will have to provide the staffing for the project.

EQUALITY AND DIVERSITY IMPACT

41. This project is specifically targeting residents who live in areas of deprivation where the need is the greatest for these projects. The project has been designed using school meal data provided by The Office of Standards in Education.

RELEVANT DIRECTORS RECOMMENDATIONS

42. Cabinet consider this report and provides comments on the pilot project, the evaluation and the learning points.
43. Cabinet recommend the scheme should be expanded to include further areas and to include the development of a Pantry project.
44. Cabinet approves a Holiday Hunger budget to a total of £60,000 over a 4 year period, and authorises expenditure on this scheme up to the overall budget value.

COMMENTS OF THE STATUTORY FINANCE OFFICER

This is a new initiative being implemented and supported by the Council who are working with community groups and charitable organisations to deliver the projects. Approval is sought for a total budget of £60,000 over a 4 year period in order to expand the project to include further areas and develop a Pantry project.

COMMENTS OF THE MONITORING OFFICER

45. Clearly what is proposed here is something new and innovative for the council. The Pantry proposal in particular is something different. Whilst there are some practical issues that will need to be attended to (please see the Legal Implications section) nevertheless there are no fundamental issues or concerns with what is proposed.

BACKGROUND DOCUMENTS

There are no background papers to this report.

APPENDICES

There are no appendices to this report

LT Member's Name: Jennifer Mullin

Job Title: Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Jennifer Mullin Director of Neighbourhoods and Development	01772 625329	11/10/2019

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REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Music Festival	Deputy Leader and Cabinet Member for Health, Wellbeing and Leisure	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To update Cabinet on progress in planning a Borough music event and related issues.

PORTFOLIO RECOMMENDATIONS

2. To note progress in planning a Borough music event.
3. To approve delivery of a music event linked to Leyland Festival in June 2020, in partnership with Leyland Town Team.
4. To approve spend of up to £75,000 to secure performers and infrastructure, and to underwrite the overall cost of the event.

REASONS FOR THE DECISION

5. This report seeks to update Cabinet, gain approval to spend, and move the music event forward to the next stage of preparation. Given the Corporate Plan commitment to deliver an event in summer 2020, much of the preparation needs to begin in November 2019.

CORPORATE OUTCOMES

6. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	
-----------------------------------------------------	--

Health and Wellbeing and Safety	✓
Place, Homes and Environment	✓
Our People and Communities	✓

BACKGROUND TO THE REPORT

7. At its meeting on 11 September, Cabinet approved the creation of a new budget of £75,000 to host a music festival within the Borough in summer 2020.
8. Given that the Council has limited experience in hosting this type of event, discussions have been held with partners and trusted providers. Conversations so far have centred on capacity to support and event, and indicative costings / resource requirements.
9. Comprehensive discussions have been held with Leyland Festival Committee and Leyland Town Team around the potential of hosting a music festival in Worden Park, on the same weekend as Leyland Festival (19 – 21 June 2020).
10. Leyland Festival Committee, while supportive of the idea of a music event linked to the festival, does not have the capacity to take on any additional commitments.
11. Leyland Town Team is keen to be involved with a music event, with a will to work in partnership with SRBC on its delivery.
12. Trusted providers, including stage / sound equipment and security companies used at Leyland Festival have confirmed they are happy to support and offer professional expertise in addition to commissioned services.

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

13. In order to make best use and gain optimal value for the Council's financial investment, it is proposed to work with Leyland Town Team and alongside Leyland Festival Committee to deliver a music event on Friday 19 June 2020.
14. In infrastructure terms, this means that key components of the event will be on site at the park, or can be delivered earlier to be used on both days.
15. Agents for a number of performers have been approached to assess cost and availability. Options for a live performance by Tony Hadley (ex. Spandau Ballet) and a DJ set by Pat Sharp, as well as sets by a number of local bands are currently in discussion.
16. At this stage, it is anticipated that ticket prices will be around £28, including entry to the festival the following day. £2 of each ticket would therefore go to Leyland Festival Committee. £1 per ticket would go to St Catherine's Hospice as a charitable donation. The remaining £25 will help to offset the cost of the event.

17. The Council's ability to receive payments online has improved significantly, to the extent that ticket sales could be hosted on the SRBC website. On a practical basis, this is easier for monitoring ticket sales and cash flow, but also removes the requirement for either organisers or customers to pay a booking fee to a third party.
18. It is proposed to divide responsibility for event planning and delivery with Leyland Town Team, based on skills, experience and capacity. Appendix A shows the division of tasks based on initial discussions and educated estimates of costs.
19. It is proposed that income generated from ticket sales helps to offset the cost of the event. It is anticipated that a maximum capacity of 5000 is a reasonable number, given the available space in the park. This means potential income of up to £125,000.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

20. No consultation carried out to date.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

21. The first alternative consideration was to commission an external provider to run the event on the Council's behalf. This was discounted on grounds of affordability, as well as potential negative impact on the long-standing and successful relationship with Leyland Festival Committee.
22. The second alternative consideration was to transfer the new budget in its entirety to Leyland Town Team. In agreement with the Chair of the Town Team, this was rejected as not in keeping with the desired model of partnership delivery.

FINANCIAL IMPLICATIONS

23. Please see Statutory Finance Officer comments.

LEGAL IMPLICATIONS

24. Please see Monitoring Officer comments.

AIR QUALITY

25. An impact assessment on air quality and climate change will form part of the event management plan for this event. This will support and inform the approach of organisers and any other contractors / suppliers.
26. No parking is being made available on site, with public transport and walking routes being encouraged. Every effort will be made to avoid use of single use plastics and recycling will be actively promoted.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

27. None arising directly from this report.

ICT/TECHNOLOGY IMPLICATIONS

28. None arising directly from this report.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

29. None arising directly from this report.

RISK MANAGEMENT

30. A robust risk assessment will be carried out for this event to identify and mitigate against key risks. Assurance Services and the Council's insurance provider will be engaged in planning, preparation and delivery.

EQUALITY AND DIVERSITY IMPACT

31. A detailed Equality Impact Assessment will be produced for this event, considering all protected characteristics. As is the case for any SRBC co-ordinated event, every effort will be made for access to be as inclusive as possible.

RELEVANT DIRECTORS RECOMMENDATIONS

32. To note progress in planning a Borough music event.

33. To approve delivery of a music event linked to Leyland Festival in June 2020, in partnership with Leyland Town Team.

34. To approve spend of up to £75,000 to secure performers and infrastructure, and to underwrite the overall cost of the event.

COMMENTS OF THE STATUTORY FINANCE OFFICER

35. In September Cabinet approved the creation of a new budget of £75,000 for hosting a music event in the Borough in summer 2020, to be funded from the forecast underspend in the 2019/20 revenue to cash flow the initial phase of the festival preparations.

36. More detailed work needs to be undertaken by officers to assess the full financial implications and risks associated with running this new event, particularly if, as proposed, the council agree to underwrite the costs.

COMMENTS OF THE MONITORING OFFICER

37. Clearly this is an exciting opportunity for the council but we must ensure that we proceed in the correct way. It would be sensible for an internal officer project group be set up to work on this. There are many issues that we must give careful consideration to – for example licensing requirements, event organisation requirements, and insurance implications as well as ensuring all the necessary legal contractual documentation is in place.

BACKGROUND DOCUMENTS

Cabinet decision - 11 September 2019

APPENDICES (or There are no appendices to this report)

Appendix A: Division of Tasks between Leyland Town Team and SRBC

Report Author:	Telephone:	Date:
Rebecca Heap	01772 625329	23/10/19

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	Task / item / activity	Leyland Town Team	SRBC	£ estimate	
				Cost	Income
1	Live music				
	Sourcing performers			£35,000 - £45,000	
	Booking performers				
	Paying performers				
2	Stage, lighting, sound & production management				
	Booking stage, equipment and support staff			£20,000 - £30,000	
	Paying for stage equipment and support staff				
3	Food stalls				
	Sourcing stalls				£1000 - £2000
	Standards checks (PLI, hygiene, etc)				
	Booking stalls				
4	Drinks stalls				
	Sourcing stalls				£1000 - £2000
	Standards checks (PLI, TENs, etc)				
	Booking stalls				
5	Communications / promotion				
	Devising communications plan			£500	
	Banners / flyers / posters				
	Social media				
	Ticket sales				
6	Management / stewards / security staff				
	Overall event management			TBC - in agreement with Leyland Festival Committee	
	Recruitment of stewards				
	Booking / paying for security staff				
7	Additional infrastructure				
	Toilets	TBC - in agreement with Leyland Festival Committee			
	First Aid				
	Fencing / barriers				
	Lighting				

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REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Youth support programme	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. This report sets out a programme of proposed activity to support targeted groups of young people within South Ribble. The report proposes how the programmes of activity will be set up and costed for an initial period of two years. This report will also show how the proposed initiative is part of a wider programme of support to vulnerable groups using physical, social and mental wellbeing activity as a catalyst led by our sports development and leisure service teams supported by the community involvements team to improve health and well-being along with reducing anti-social behaviour in targeted communities.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet will support the implementation of a pilot two year costing programme of youth activities and initiatives as outlined in this report to fund activities that effectively tackle crime and disorder.
3. That Cabinet support the creation of a new 2 year fixed term post of Youth support Officer to lead the new programme. The post will be filled through a secondment process.
4. That Cabinet support that the development of the Youth programme is done in partnership with our Community Safety Partners and South Ribble Partnership to ensure sustainability and long-term measurable outcomes are achieved for individuals, groups and local communities within targeted areas of South Ribble.
5. Cabinet authorise revenue expenditure on this scheme over a 2 year period up to the overall budget value of £120,000 in year 1 and second year revenue cost of £85,000 funded from the Sports Development reserve budget for the two years of the initial project.

REASONS FOR THE DECISION

6. The reason for this report is to bring forward a tangible programme of activity, working with our Community Safety Partners to look at how we can fund activities that effectively tackle crime and disorder. This is a key part of our Corporate Plan to ensure our residents can live in a place where they can be happy, healthy and safe. Where we see poverty, we will tackle it, where we see poor health we will offer opportunities for wellness, and where people want to learn and develop we will do what we can to provide opportunities to grow.

CORPORATE OUTCOMES

7. The report relates to the following corporate priorities:

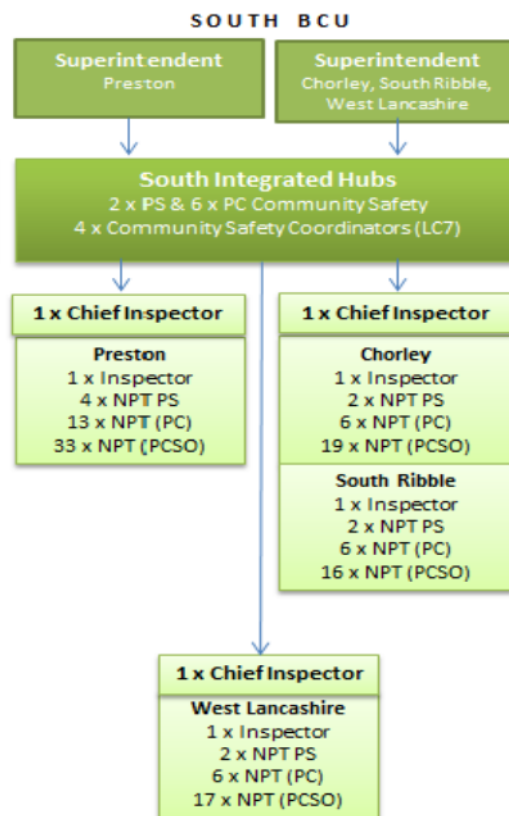
Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	x
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

8. Historically South Ribble Borough Council used to provide financial support to the police for the provision of Police Support Community Officers (PCSO'S). Over the last few years due to budget pressures this support was gradually reduced and has now stopped. Under the new administration there is an aspiration to look at new ways of supporting local communities to combat low level crime and anti-social behaviour, at the same time as looking to support groups in the improvement of their Health and Mental well-being and encouraging the adoption of healthy lifestyles.
9. The adoption of a new approach is supported by the local police who are always looking at new ways of reducing anti-social behaviour and low level crime. The newly adopted revised Corporate Plan has the improvement of Health, Wellbeing and Safety and improving the lives of our people and communities as top priorities and desired outcomes for the Council over the next 4 years. The proposals outlined below represent a key intervention as to how the Council can influence and make real measurable progress against these desired outcomes.
10. South Ribble is one of the safest places to live in Lancashire. South Ribble Borough Council is key to working in partnership with other key agencies to maintain safe communities. The Crime and Disorder Act 1998 (s.17) states that the local authority exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent,
 - (a) crime and disorder in an area (including anti-social and other behaviour adversely affecting the local environment);
 - (b) the misuse of drugs, alcohol and other substances in an area; and
 - (c) re-offending in an area.
11. This proposal will meet the aims of the Corporate Plan and additionally, will support key partners to provide a public health focused response, with the addition of the proposed diversionary and educational activities.
12. Historically South Ribble Council provided an annual financial contribution of £44k, to Lancashire Constabulary towards the provision of Police Community Support Officers (PCSO'S). Budget decisions resulted in this financial contribution ceasing for the financial year 2017/18.
13. The Council aspires towards new ways to reduce crime and disorder, including supporting local communities to combat low level crime and anti-social behaviour, at the same time as looking to support groups in the improvement of their Health and Mental well-being and encouraging the adoption of healthy lifestyles. The adoption of an innovative approach to addressing local issues has the support of the South Ribble Chief Inspector.
14. Lancashire Constabulary, have recently remodelled their Neighbourhood Policing Teams to meet current demands with the ambition to 'keep people safe and feeling safe' (See figure.1) enabling Constables, with the support of PCSOs, to build positive relationships within their areas and provide a problem oriented partnership approach to address local issues. The model has also been supplemented with the addition of four constables who will be responsible for **providing an early targeted response in order** to disrupt and prevent escalation of an emerging issue.
15. Figure 1.



16. Knife crime has been a focus of attention both nationally and unusually within South Ribble over the last 12 months. A recent BBC report has published data, based on freedom of information requests to police forces in England and Wales. The data implies that knife crime has doubled in Lancashire in the last five years with Blackpool highlighted as an area of concern with 14.3 knife crimes per 10000 population, compared to South Ribble with one of the lowest in Lancashire with four per 10000 population. This information should be considered in the context of, improved identification and reporting will be contributory to the rise in recorded crime.
17. Early intervention is key, the development of the Violent Reduction Unit (VRU) for Lancashire, is advocating the World Health Organisations recommendation for a public health approach to be taken in regards to an early action approach to serious violent crime. This will entail a tactic which includes, working with and for communities; looking to offer young people a way out; creating both short and long term solutions. It is anticipated that the VRU will reduce hospital admissions; reduce under 25s non domestic homicides, reduce serious violence in public spaces and will focus on reducing knife crime against young people.
18. Education for both professionals and communities is fundamental in early action approach to strengthening community cohesion and keeping our communities safer. It is inevitable that victims of child sexual abuse, criminal exploitation, domestic abuse and those who may develop of extreme ideologies are likely to have been groomed. Early intervention begins with education, particularly, in regards to use of technology, identifying the signs, and knowing how and where to report concerns. Therefore education and awareness raising that meets equality and diversity requirements, should also be a consideration for mental health, wellbeing and safety of our communities.

19. Examples of an early intervention approach is demonstrated by the Neighbour Team Policing Model and the South Ribble Integrated Team (SRIT) of which SRBC is a key contributor. SRIT, is an early action and partnership approach to supporting members of our communities, enabling them to thrive, live a healthier life and make informed choices to have ambition and divert from the potential of criminality. As SRIT is building momentum there is an identified need for a dedicated coordinator of referrals, information sharing and strengthening partnership cooperation which could be considered as part of this project.

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

20. Participation in positive activity opportunities can change lives and strengthen communities for the better. A community project commissioned by the Community Safety Partnership was delivered in the Kingsfold area over the summer (2019) resulting in a significant reduction in anti-social behaviour. This project vision is to; increase the positive activity offer available to young people in their local area, with a specific emphasis on early interventions and diverting young people away from anti-social behaviour and crime.
21. It is suggested that the project is supported to meet emerging concerns but also has a directive to maintain the stability of the Kingsfold area and be afforded targeted resources. Additionally, Leyland Town Centre / Churchill way, which is also a known hotspot for antisocial behaviour, should also attract the same focus.
22. The project aims to:
- Link to the South Ribble Corporate Plan priorities notably ensure our residents can live in a place where they can be happy, healthy and safe.
 - Use local youth insight data and consult with young people and communities locally to enable the 'voice of the child' to be considered prior to any commission.
 - Consult with partner organisations such as SRIT, Community Safety Partnership, and community groups on a holistic approach to developing local programmes.
 - Ensure delivery is coordinated and delivered by accountable and qualified staff.
 - Ensure the new youth programme has sustainable outcomes, allowing participants access to additional opportunities provided by partner organisations
 - Ensure accessibility to all, whilst also providing opportunities to work with more targeted individuals and groups through intervention and referral.
 - Ensure provision of quality, fun, low cost activity in a safe environment, which encourages lifelong behaviour change.

- 23.** It is important to note that this proposed project is part of a wider programme of activities led by our Sports Development and Leisure teams. It is planned that the new seconded post holder in the role identified in the recommendations above, will use a base at Northbrook school to connect new activities with existing initiatives in the Northbrook and Seven Stars area.
- 24.** The project will initially focus on the following main objectives in consultation with the Community Safety Partnership:
- Create a dynamic programme of high quality, low cost sport, wellbeing and positive activity youth and community intervention, delivered in hotspot areas during the school holidays, summer months and evening times.
 - Work with key partners and community groups to create an integrated intervention programme of positive activity sessions that will complement a wider range of support services provided by partners. These will be targeted at young people and others who may be at risk of offending or causing anti-social behaviour.
 - Identify, promote and develop safe spaces where young people can engage in positive activities independently or with friends and family.
 - Provide support to local groups and individuals that want to create new opportunities for young people to engage in positive activity.
 - Establish a South Ribble Leadership and Volunteering Academy that will recruit and train local young people aged 16-24 yrs. to be able to assist in the delivery of activities for young people across the borough.
- 25.** Each area of work will establish its own set of outcomes and performance indicators. They will be designed to contribute towards the following core outcomes as well as complementing key outcomes highlighted in the South Ribble Council corporate plan
- Targeting local ‘hotspots’ with attractive and positive activities for young people.
 - Provide young people with coping strategies so that they are more resilient and better able to resist pressure to take part in harmful or anti-social behaviour.
 - Strengthen community cohesion with social and project inclusion, education and accessibility.
 - Increasing young people’s self-esteem, organisational and social skills.
 - Providing positive role models for young people and communities through the service providers and local organisers.
 - Decreasing the perception, worry and fear of crime and anti-social behaviour amongst the community through education.
 - Providing employment opportunities either directly through qualifications leading to sports coaching or volunteering opportunities or signposting to other services

- Empowering local individuals and community clubs to be able to provide sustainable ongoing activities
26. It is planned that the proposed project will connect the new community safety programme with the Council's Leisure facilities through increasing access and reducing cost. This will be done in partnership with our Leisure Operator partner Serco. Furthermore, where joint working provides other cost saving opportunities, these too will be explored.
27. As part of a holistic approach to Health and Mental Well-being activity we are planning that links are also made between the new youth programme of activities and a planned programme of activity being developed at Leyland Leisure Centre which will focus on the over 60's recovering from a variety of conditions who will be referred for rehabilitation using specialised equipment in a social setting. It is proposed that the youth programme will support this initiative through provision of voluntary support opportunities for young people.
28. The full community programme proposal is attached to this Cabinet report as Appendix 1.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

29. See above analysis

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

30. The Council could choose to do nothing in this area of work. There is no statutory duty to provide programmes of activity to young people. However, The Crime and Disorder Act 1998 (s.17) states that local authorities exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, (a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and (b) the misuse of drugs, alcohol and other substances in its area; (c) re-offending in its area.
31. If the option of do nothing was agreed, progress against corporate plan will be jeopardised.
32. The Council could choose to financially invest in PCSO'S. However in consultation with the local Neighbourhood Chief Inspector, there is an appetite for the council to provide an offer which supports the police and local communities in improving Health and well-being outcomes and addressing anti-social behaviour.

FINANCIAL IMPLICATIONS

The proposed costs of the project are set out in the table below.

Project Area	Detail	Cost
Staffing	Full time project coordinator Full time community sport apprentice Increase 4 members of sports development service to full time contracts to provide the capacity to support the overall programme of activities. Casual staff budget provision to fill gaps	£70,000

Facility Hire	Contribution to the costs of Northbrook rental along with the School , holiday provision, leisure centre hire	£10,000
Support to local Organisations	Provision of funding to local clubs to provide additional opportunities	£5,000
	Total estimated annual costs	£85,000
Marketing/Coms	Production of branding , website , booking systems (One off)	£3,000
Equipment	Sports Roadshows , purchase of portable equipment (One off)	£10,000
South Ribble Leadership and Volunteering Academy	Initial set up costs Cost of 4 registration's for young leaders (One Off)	£5,000
Active Safe Spaces	Capital costs for area projects (One Off)	£17,000
	Total estimated one-off costs (Year 1)	£35,000
	Total Cost (Year 1)	£120,000
	Total estimated cost of 2 year pilot	£205,000

LEGAL IMPLICATIONS.

33. There are a number of key issues to address, relating to finding suitably qualified staff to run the project, which includes identifying any safeguarding issues. Furthermore, appropriate licence and appropriate insurance policies are required in place to mitigate risk to the service user.

AIR QUALITY IMPLICATIONS

34. There are no Air Quality implications with this report

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

35. There will be human resource implications with this initiative. We will be creating a new full-time permanent post and making existing Sports Development officers full time This will be done through following correct human resource processes and protocols

ICT/TECHNOLOGY IMPLICATIONS

36. There are no immediate ITC implications but as schemes and activities are developed there may well be ITC implications that will need to be addressed at the time

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

37. There will be no property implications with this report

RISK MANAGEMENT

38. A risk register will be developed as part of the project. Key risks will be around safeguarding issues, working with potentially vulnerable young people and groups,

finding qualified staff and ensuring sustainability of the schemes, programmes and initiatives that are set up

EQUALITY AND DIVERSITY IMPACT

39. A full Equalities Impact Assessment (EIA) will need to be carried before the start of the programme

RELEVANT DIRECTORS RECOMMENDATIONS

40. That Cabinet support the implementation of a pilot two year costing programme of youth activities as outlined in this report to support Health, Well-being and Safety outcomes targeted towards groups of young people.
41. That Cabinet support the creation of a new 2 year fixed term post of Youth support Officer to lead the new programme. The post will be filled through a secondment process.
42. That Cabinet support that the development of the Youth programme is done in partnership with other organisations to ensure sustainability and long-term measurable outcomes are achieved for individuals, groups and local communities within targeted areas of South Ribble
43. That Cabinet agree to the establishment of an initial 2 year of Community Support Co-ordinator at a grade of 6 to be located within the Sports Development service of South Ribble Council.

COMMENTS OF THE STATUTORY FINANCE OFFICER

44. This is a new initiative and the estimated costs are set out in the financial implications. As it is a pilot project, the proposal is to fund these costs from Sports Development funding held in earmarked reserves, rather than increase the revenue budget.

COMMENTS OF THE MONITORING OFFICER

45. There is general enabling legislation (Local Government Act 1972, Localism Act 2011) that the council can rely on as the legal basis of taking the proposed action. Further the Crime and Disorder Act 1998 imposes a duty on councils to have due regard to the impact on crime and disorder when exercising its statutory powers. The Legal Implications section above highlights some of the specific issues that will need to be addressed if we move forward with this project.

BACKGROUND DOCUMENTS

Mind the Gap report
South Ribble Corporate Plan

APPENDICES

Appendix A: Full project proposal

Report Author:	Telephone:	Date:
Neil Anderson Assistant Director of Projects and Development	01772 625540	24 October 2019

REPORT TO	ON
CABINET	Wednesday, 13 November 2019



TITLE	PORTFOLIO	REPORT OF
Approval of the Council Tax Support Scheme to be adopted for 2020/21	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Director of Customer and Digital

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

PURPOSE OF THE REPORT

1. The purpose of the report is to update Cabinet on the outcome of the consultation exercise carried out with preceptors and residents in relation to proposed changes to our Council Tax Support scheme (CTSS). The consultation exercise will inform the proposal for introducing an amended scheme for the year 2020/21.

PORTFOLIO RECOMMENDATIONS

2. Cabinet to note the outcomes of the consultation.
3. Cabinet to propose to Council the amendment of the scheme to reflect the removal of the minimum payment (£3.50 charge for passported claimants).
4. Cabinet to note the further work undertaken in relation to second homes and the empty homes premium.
5. Cabinet to note the budget implications.

REASONS FOR THE DECISION

6. The new administration is committed to protecting the most vulnerable applicants and would like to increase the financial assistance available to them by increasing support available for certain vulnerable groups.
7. The adoption of a revised Council Tax Support scheme (CTSS) is a priority in the refreshed Corporate Plan.
8. To ensure that any future, new or revised scheme reduces the burden of Universal Credit and satisfies the statutory requirement within the localisation of Council Tax Support that consultation must take place with major preceptors and residents.

EXECUTIVE SUMMARY

9. This report sets out the outcomes from the consultation undertaken in line with Government guidance and legislation. The report also provides a rationale for an

amendment to the existing scheme which will in effect remove the minimum payment of £3.50 for passported claimants.

CORPORATE PRIORITIES

10. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	x
Health, Wellbeing and Safety	x
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

11. Until April 2013 there was a national scheme called Council Tax Benefit. The Government made local councils responsible for replacement schemes from 1 April 2013.
12. The new administration is committed to protecting the most vulnerable applicants and would now like to consider increasing the financial assistance available to them. As the council is keen to keep Council Tax Support aligned with major benefits such as Housing Benefit and Universal Credit to assist in administration and be fairer to all, this means that, as those benefits change, similar changes need to be made to the Council Tax Support scheme.
13. In addition, the council is keen to protect those applicants who are claiming certain benefits and on the lowest income. This will affect working age households in the borough who currently receive or will apply for Council Tax Support. Pension age households will **not** be affected as central government prescribed the scheme.
14. Continuing with the current scheme would mean low income working age applicants on certain benefits are adversely affected; the most vulnerable applicants are not protected to the level that the new administration would like; the scheme would include, as income or capital, certain payments which are now disregarded from all other welfare benefits and there are potentially higher administration costs, relating to council tax billing and recovery.
15. An amendment to the existing scheme would allow the treatment of payments such as windrush and bereavement payments to be disregarded mirroring the treatment of these payments to that of other benefits such as Housing Benefit.
16. At the meeting held on 10th July 2019 Cabinet agreed the process and timeline for consultation on an amendment to the existing scheme.
17. At the meeting held on 10th July 2019 Cabinet also agreed for further work to be undertaken in relation to second homes and the empty homes premium. The outcomes of this work was presented to Cabinet on the 16th October 2019.

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

18. As reported in July 2019 analysis has been undertaken to address the impact of the current scheme and alternative scheme options on areas of poverty and this is summarised below:

- One of the objectives of any CTS scheme was to protect the vulnerable. The current scheme recognises this objective by disregarding disability benefits such as Personal Independence Payments and including additional premiums in the calculation for disabled households.
- Members have expressed concerns about the level of protection and would like to look at this area further particularly in relation to the standard minimum £3.50 per week charge for all working age claimants. There is concern that some claimant groups may be considered to be below the poverty line, which could be alleviated in part by the removal of a standard deduction. To do this we need to establish those we consider to be in poverty and may need additional assistance.
- There are several benchmarks, one of which is 'relative poverty'. This is defined as when households receive 50% - 60% less than average median household incomes, so they do have some money but still not enough money to afford anything above the basics. Median household disposable income in the UK was £28,400 in the financial year ending 2018, based on estimates from Living Costs and Food Survey – Office of National Statistics. Taking 55% as the mid-point this would equate to £15,620 per annum. However this figure would mean different things to different household compositions. For example a single person working 40 hours per week on the National Living Wage of £8.21 per week would have a gross pay of approx. £17,000 which after deductions, would be in the region of £15,000. It would be less challenging financially for a single person to manage on this level of income than it would for a family with children to manage on the same amount.
- The other benchmark that we could consider is the Applicable Amount which is circa £15k per annum. This is a standard national figure which the Government believes reflects the basic living needs of a claimant and their family.
- Working Age claimants who are in receipt of a passported benefit such as Income Support, Jobseekers Allowance (Income Based), Employment and Support Allowance (Income Related), receive benefit at the applicable amount level for their family size and need.
- Under the Council Tax Benefit scheme claimants in these groups previously received full council tax benefit because their income was not in excess of this basic living needs assessment. Of the 3129 working age caseload for South Ribble (as at 28.6.19), there were 1467 in receipt of a passported benefit.
- An area that we do need to be aware of is that some UC claimants will be on an income level to their basic needs allowance but are not regarded in legislation as on a passported benefit. The current software does not therefore enable us to offer them any targeted protection in the same way as claimants in receipt of the passported benefits. We would seek to mitigate this issue by means of the Local Support Scheme (EHP) and actively identify and target these claimants. The figures currently suggest there are approximately 440 claimants who would qualify for payment under the Local Support Scheme.

19. Further to the above analysis a number of options were considered by way of an amendment to the existing scheme and these are listed below:

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

- Would be revenue cost neutral
- Would not address the administrative burdens of UC as highlighted in point 15 as claims will need to be reassessed potentially on a monthly basis, resulting in multiple bills and letters.

- Would not address Member concerns regarding a charge

Option 2: Current scheme with no minimum payment (removal of £3.50 charge for passported claimants as defined above)

- Would not be revenue cost neutral
- Would not address administrative burdens of UC as highlighted in point 15, as claims will need to be reassessed potentially on a monthly basis, resulting in multiple bills and letters.
- Would address Member concerns regarding a charge
- This option would mirror the Council Tax Benefit scheme as it was before the change to CTS on 1.4.2013. Lancaster City Council's current CTS scheme has no minimum deduction and has followed the same rules and amendments as Housing Benefit legislation. This therefore incorporates the two major legislation changes detailed below.

Option 3: Income banded scheme with maximum 85% support for the lowest income band.

- Would be revenue cost neutral
- Would have the potential to address the administrative burdens of UC
- Would not address Member concerns regarding a charge

20. Further to the above the agreed next step action was is to consult on the retention of the current scheme (option 1) an amendment to the current scheme (option 2) and disregarding of windrush and bereavement payments bringing in line with other benefits. The outcome of the consultation is detailed in the following section of the report.

21. We have also undertaken further work and consultation on the current second homes and empty homes premium. The details of which were reported to Cabinet in October 2019. In summary the outcome of this work was a recommendation to Council to approve proposed changes to Policies which will in effect remove the 10% discount applied to second homes, and increase empty homes premiums.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

22. Between the period of 29th July and 27th September 2019 a consultation exercise was carried out with major preceptors (LCC, Police and Fire), residents and interested parties. The first 2 weeks of the 8 week consultation was focused on the major preceptors. We also extended the period of consultation by a further week in order to reflect the feedback from the first part of the consultation.

23. The process required the following:

- Full details of all changes to the current scheme identified.
- First draft Equality Impact Assessment carried out
- Draft scheme prepared to be made available on SRBC website
- Letter to major preceptors
- Public consultation on website
- Letters of awareness sent to a sample of residents/claimants/interested parties

24. 8760 residents were sent a letter advising of the reason for the consultation and inviting to go online to complete a questionnaire. This comprised all working age CTSS claimants (3284) and an equal proportion of residents from every ward in the borough (5477). A second set of letters (365) were sent to residents in every ward to compensate for returned/undeliverable letters from the first tranche.

25. Throughout the consultation period regular social media messages were posted, officers from Gateway provided telephone and face to advice and support and we liaised directly with support agencies/interested parties such as Citizens Advice, Age UK, Welfare Rights, community groups and charities.

26. A summary of the CTSS Consultation results are provided below:

Preceptors – LCC, Police and Fire – advised they could not support the removal of £3.50 per week charge for certain income groups due to financial implications.

Residents - 223 responses received and summary of responses for each question is as follows;

1. Do you agree with this change to the scheme (Proposal 1)?

This question asked all respondents whether they agreed with Proposal 1 namely removing the £3.50 per week minimum payment for low income applicants who are in receipt of certain benefits

Answer	No.	Percentage
Yes	156	69.96%
No	54	24.22%
Don't Know	12	5.38%
Not Answered	1	0.44%
Total	223	100.00%

2. Do you agree with this change to the scheme (Proposal 2)?

This question asked all respondents whether they agreed with Proposal 2 namely whether Bereavement Support Payments should be disregarded from the scheme.

Answer	No.	Percentage
Yes	180	80.72%
No	18	8.07%
Don't Know	22	9.87%
Not Answered	3	1.34%
Total	223	100.00%

3. Do you agree with this change to the scheme (Proposal 3)?

This question asked all respondents whether they agreed with Proposal 3 namely whether Windrush Compensation Payments should be disregarded from the scheme.

Answer	No.	Percentage
Yes	150	67.26%
No	33	14.80%
Don't Know	37	16.59%
Not Answered	3	1.35%
Total	223	100.00%

4. Should the Council keep the £3.50 per week minimum charge for low income applicants who are in receipt of certain benefits?

This question asked all respondents whether the Council should keep the scheme the £3.50 per week minimum charge for all low income applicants and those on the specified benefits

Answer	No.	Percentage
No	139	62.33%
Yes	68	30.49%
Don't Know	11	4.93%
Not Answered	5	2.25%
Total	223	100.00%

5. Should the Council make the changes and offset (as far as possible) any costs by considering introducing changes to the council tax charges for second homes and empty premises?

This question asked respondents whether the changes should be made to the scheme and the costs offset by introducing the level of charges for second homes and empty dwellings.

Answer	No.	Percentage
Yes	163	73.09%
No	44	19.73%
Don't Know	11	4.93%
Not Answered	5	2.25%

Total	223	100.00%
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6. Make the changes and fund them from existing resources?

This question asked respondents whether the changes should be made, and the costs funded from existing resources.

Answer	No.	Percentage
Yes	91	40.81%
No	88	39.46%
Don't Know	37	16.59%
Not Answered	7	3.14%
Total	223	100.00%

7. If the council were to choose these other changes, what would be your order of preference?

Respondents were requested to place the following in order of preference:

- Make no changes:
- Make changes and fund them from existing resources; and
- Make changes and offset the costs through additional charges on second home and empty dwellings

Respondents indicated that their preferred option is to Make changes and offset the costs through additional charges on second home and empty dwellings.

The legislation requires the Local Authority to consult such other persons as it considers are likely to have an interest in the operation of the scheme. The legislation does not lay down any rules in relation to responses or method of consultation although it should be noted that SRBC has used a variety of methods to encourage participation. It should also be noted that it is a consultation and not a survey and therefore there is no requirement to determine a number of minimum responses for it to be valid and it is for residents, preceptors to decide whether they wish to participate or not in the consultation process.

The number of responses received 223 is above average for related consultations undertaken by similar sized and larger authorities. For example a similar consultation undertaken by a Council had a response rate of 150.

All consultation responses will be taken into account by Full Council when making the final decision and ample time and opportunity has been given to allow those wishing to participate to do so.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

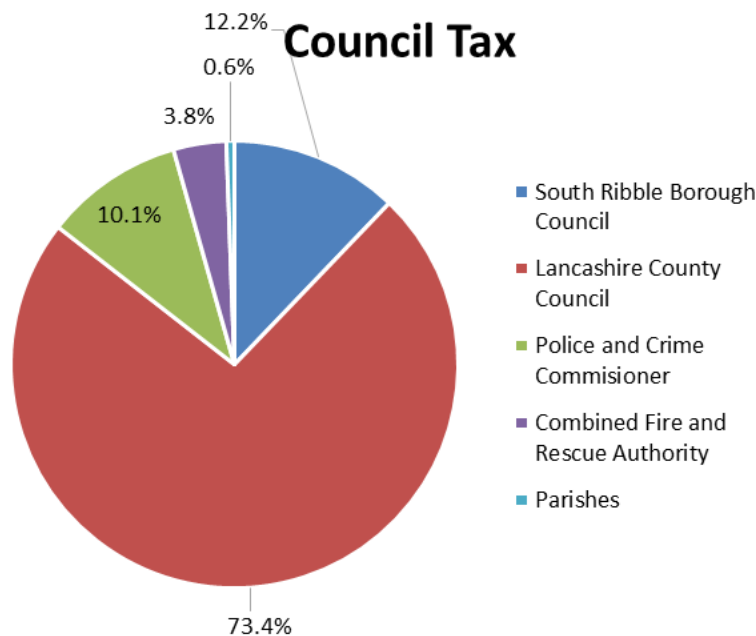
27. The alternative options are detailed in the proposals section of this report.

FINANCIAL IMPLICATIONS

28. The financial implications of the current scheme (option1) and amendment to the scheme (option 2) are summarised in the proposals section of this report. Compared to the current scheme, removal of the £3.50/week minimum payment would increase the cost to the Council.

29. Please note the cost implications are based on a set of assumptions at this point in time in relation to council tax increases, the anticipated level of migration to Universal Credit, changes in National Living Wage and taxation. They are therefore indicative and form part of the overall potential implications of each option, both on the Council and claimants.

30. The net financial impact for South Ribble Borough Council and any preceptors as a result of potential changes is as apportioned below. Figures quoted are for the financial year 2019/20.



31. For illustrative purposes, based on the apportionment for 2019/20 a forecast loss of council tax income would be as follows:

	Option 1 £'000	Option 2 £'000
South Ribble/Parishes	Broadly cost neutral	44
Lancashire County Council		255
Police and Crime Commissioner		35
Combined Fire and Rescue Authority		13
Indicative Cost / (Saving)		347

As previously mentioned the Council is exploring other income opportunities associated with the changes to the second homes and empty homes premium Council Tax policy. Recent modelling undertaken in relation to this suggest a potential annual yield for the County of £120k.

LEGAL IMPLICATIONS

32. The Council is under a legal duty by virtue of Schedule 1A to the Local Government Finance Act 1992 to consider each year whether to revise its council tax support scheme or to replace it with another scheme. Schedule 1A also provides that any revision to the scheme, or any replacement scheme must be made no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect. The Council has a legal duty to review its scheme every year and to consult on any proposed changes. As members wished to adopt a revised or replacement scheme for 2020/21, a full consultation was undertaken in line with government guidance and provided those affected with an opportunity to comment.

33. As recommended the consultation was undertaken over an 8 week period.

34. If changes are made without the process being followed, there is a risk of the scheme being challenged by Judicial Review.

AIR QUALITY IMPLICATIONS

35. There are no known implications for the Air Quality Action Plan.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

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

ICT/TECHNOLOGY IMPLICATIONS

37. Whilst it will not be necessary to procure appropriate additional Capita modules for the proposed changes to the scheme, the assistance of experienced consultants will be required to ensure the correct system amendments are in place.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

38. There are no known implications for the physical estate

RISK MANAGEMENT

39. There are no known residual risks at the time of writing this report. Nevertheless the Project Scope has been updated to highlight the risks associated with this report and proposals therein

EQUALITY AND DIVERSITY IMPACT

40. An Equality Impact Assessment (EIA) has been carried out for the purposes of the consultation exercise. A full EIA will be carried out for any proposed amendment to the existing scheme.

RELEVANT DIRECTORS RECOMMENDATIONS

41. This report sets out the outcomes from the consultation on an amendment to the existing CTSS in line with Government guidance and legislation. The financial and legal implications are detailed in the report.

COMMENTS OF THE STATUTORY FINANCE OFFICER

42. The indicative financial impact on the Council's annual budget is set out in paragraph 31 above. This forecast reduction in income has been mitigated in part through approved changes to the Empty Property premiums and Second homes discount policies. These policy changes will be reflected in the Council Tax income forecasts in the 2020/21 Budget and revised Medium Term Financial Strategy.

COMMENTS OF THE MONITORING OFFICER

43. The existing Council Tax Support Scheme has been the subject of debate and concern with a number of members for some time now. It was clearly appropriate that we took a proper look at the scheme and see if any changes were desirable. In this regard we have carried out a particularly extensive consultation exercise. This includes precepting authorities as well as residents. The final decision on the way forward rests with full Council of course. There is clearly a rationale and evidence base for what is now

proposed. It should be noted that the financial impact on the County Council (see the Table in para 31 above) of the proposed changes will be lessened as a consequence of the proposed changes to second homes and empty homes premium Council Tax policy.

BACKGROUND DOCUMENTS

There are no background documents.

APPENDICES

Appendix 1 – Consultation Questionnaire

Paul Hussey
Director Customer and Digital

Report Author:	Telephone:	Date:
Paul Hussey	01772 625522	13 November 2019

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South Ribble Borough Council

Council Tax Support Scheme 2020/21 Consultation Questionnaire

Background information and scheme summary

What is this consultation about?

Each year the Council has to decide whether to change the Council Tax Support scheme for working age applicants in its area. This year the Council has decided that some important changes, should be made to make the Council Tax Support scheme more generous for those on the lowest income and also to bring the scheme in line with some changes made by Central Government within Housing Benefit and Universal Credit. The changes to the scheme are designed to take a more preventative, proactive and caring approach to support People at times when they are struggling for example when they have experienced a bereavement. This can put pressure on health and social care services potentially creating greater costs further down the line.

What is Council Tax Support?

Under South Ribble Borough Council's current scheme all working age households have to pay at least £3.50 per week as a minimum payment, irrespective of the level of their income or Council Tax liability. The level of discount is based on the income of the household.

Pensioners are protected under the scheme set by Central Government and may receive up to 100% support.

Why is a change to the Council Tax Support scheme being considered?

Until April 2013 there was a national scheme called Council Tax Benefit. The Government made local Councils responsible for replacement schemes from 1 April 2013.

The Council is committed to protecting our most vulnerable applicants and would now like to increase the financial assistance available to them by removing the current £3.50 per week charge.

As the Council is keen to keep Council Tax Support aligned with major benefits such as Housing Benefit and Universal Credit to assist in administration and be fairer to all, this means that, as those benefits change, similar changes need to be made to the Council Tax Support scheme.

In addition, the Council is keen to protect those applicants who are claiming certain benefits and on the lowest income. In particular those applicants who receive the following:

- Income Support;
- Income Related Employment and Support Allowance;
- Income Based Jobseeker's Allowance;
- Universal Credit where the applicant receives the maximum award (and the applicant has no other income apart from disregarded income such as Personal Independence Payments, Disability Living Allowance, Child Benefit, Child Maintenance or War Pension);
- New Style Job Seeker's Allowance or New Style Jobseeker's Allowance and Universal Credit (and the applicant has no other income apart from disregarded income such as Personal Independence Payments, Disability Living Allowance, Child Benefit, Child Maintenance or War Pension); or
- New Style Employment and Support Allowance or New Style Employment and Support Allowance and Universal Credit (and the applicant has no other income apart from disregarded income such as Personal Independence Payments, Disability Living Allowance, Child Benefit, Child Maintenance or War Pension)

Who will this affect?

Working age households in the Borough who currently receive or will apply for Council Tax Support. Pension age households will **not** be affected as Central Government prescribed the scheme.

Why are we proposing to change the current scheme?

We have considered continuing with the current scheme. However, this would mean:

1. higher administration costs, relating to Council Tax billing and recovery;
2. the scheme would include, as income or capital, certain payments which are now disregarded from all other welfare benefits; and
3. the current scheme adversely affects low income working age applicants on certain benefits;
4. our most vulnerable applicants are not protected to the level that we would like.

Questionnaire

Have Your Say on the Council Tax Support Scheme.

Q1.

I have read the background information (above) about the Council Tax Support Scheme:

☐ Yes ☐ No

This question must be answered before you can continue.

Proposals to change the current Council Tax Support scheme

As explained in the background information, the Council is primarily consulting on the following proposals to change the existing Council Tax Support Scheme from 1st April 2020, which would keep the cost in line with our projections and Financial Plan and align it with other welfare benefit changes. Your responses are a part of this consultation. Set out below are the proposals being considered:

Proposal 1 – Removing the £3.50 per week minimum payment for low income applicants who are in receipt of certain benefits

The Council requires all working age applicants to pay a minimum of £3.50 per week towards any Council Tax liability, irrespective of their level of income. A review of the Council Tax Support Scheme has identified that certain applicants are experiencing exceptional hardship due to this requirement.

This proposal would remove the requirement for applicants to pay the minimum payment if they are in receipt of the benefits as detailed in the scheme summary.

The benefit of this is:

- The removal of the £3.50 per week charge for these applicants would effectively increase the financial assistance available to them. This would return the scheme to pre-2013 levels for these applicants; and
- The change will be fairer to low income applicants who receive certain benefits.

The drawbacks of doing this are:

- The overall cost of the scheme would increase.

Q2

Do you agree with this change to the scheme?

☐ Yes(Agree) ☐ No(Disagree) ☐ Don't know

Q3

If you disagree what alternative would you propose in order to protect this vulnerable group?

Proposal 2 – Disregarding the new Bereavement Support Payments

The Department for Work and Pensions (DWP) has introduced a new benefit for working age applicants whose partner dies after April 2017. This is called Bereavement Support Payment and replaces Bereavement Payments, Bereavement Allowance and Widowed Parents Allowance. By making the change, the Council will be able to disregard any amounts paid in the calculation of Council Tax Support. The payments are currently disregarded in other benefits such as Housing Benefit and Universal Credit.

The benefit of this is:

- It brings the working age Council Tax Support Scheme in line with Housing Benefit changes made by Central Government; and
- The change will be fairer to applicants who have recently lost a partner

The drawbacks of doing this are:

- There would be a small increase to the overall cost of the scheme.

Q4

Do you agree with this change to the scheme?

☐ Yes (Agree) ☐ No (Disagree) ☐ Don't know

Q5

If you disagree what alternative would you propose?

Proposal 3 – Disregarding any Windrush Compensation Payments

On 3 April 2019 the Home Office announced a Windrush Compensation Scheme (WCS) to provide redress for those individuals who suffered financial loss, due to their inability to demonstrate their lawful right to live and work in the UK. There are various criteria within the WCS that individuals who are eligible can claim against. Where any amount is awarded, the payments could potentially affect the award of Council Tax Support.

The intention of this option is to disregard any of these payment (s).

The benefit of this is:

- It brings the working age Council Tax Support Scheme in line with Housing Benefit and Universal Credit changes made by Central Government; and
- The change will be fairer to applicants who receive this type of compensation

The drawbacks of doing this are:

- There would be a small increase to the overall cost of the scheme.

Q6

Do you agree with this change to the scheme?

☐ Yes (Agree) ☐ No (Disagree) ☐ Don't know

Q7

If you disagree what alternative would you propose?

Alternatives to removing the £3.50 per week minimum charge for low income applicants who are in receipt of certain benefits

If the Council keeps the current scheme, it will be administratively more complex (as it will not align with Housing Benefit which is also administered by the Council), and it will be unfair to certain vulnerable groups especially those receiving certain benefits or those receiving the new payments which are disregarded from Housing Benefit.

Q8

Should the Council keep the £3.50 per week minimum charge for low income applicants who are in receipt of certain benefits

☐ No (Disagree) ☐ Yes (Agree) ☐ Don't know

The changes will incur additional costs to the authorities, although the Council is considering introducing additional Council Tax charges for second homes and for empty properties which would offset a large proportion of the costs. How would you fund the proposals?

Q9

Make the changes and offset (as far as possible) any costs by considering introducing changes to the Council Tax charges for second homes and empty premises;

☐ Yes (Agree) ☐ No (Disagree) ☐ Don't know

Q10

Make the changes and fund them from existing resources;

☐ Yes (Agree) ☐ No (Disagree) ☐ Don't know

Q11

If the Council were to choose these changes, what would be your order of preference? Please rank in order of preference by writing a number from 1 – 3 in the boxes below, where 1 is the change that you would most prefer and 3 is the least.

- Not make the changes: ☐
- Make the changes and offset (as far as possible) any costs by considering introducing changes to the Council Tax charges for second homes and empty premises; ☐
- Make the changes and fund them from existing resources: ☐

Q12

Please use the space below if you would like the Council to consider any other options (please state).

About You

We ask these questions:

1. To find out if different groups of people in the Council's population have been able to take part in the consultation and identify if any groups have been excluded. This means it is not about you as an individual but to find out if people with similar characteristics have had their say.
2. To find out if different groups of people feel differently about the options and proposals in comparison to each other and all respondents. This means it is not about you as an individual but to find out if people with similar characteristics have answered in the same way or not.

This information is completely confidential and anonymous. Your personal information will not be passed on to anyone and your personal details will not be reported alongside your responses.

Q13

Are you, or someone in your household, getting a Council Tax Support at this time?

☐ Yes ☐ No ☐ Don't know/Not sure

Q14

What is your sex?

☐ Male ☐ Female ☐ Prefer not to say

Q15

Age

☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65-74 ☐ 75-84 ☐ 85+ ☐ Prefer not to say

Q16.

Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

☐ Yes ☐ No ☐ Don't know/Not sure ☐ Prefer not to say

Q17.

Ethnic Origin: What is your ethnic group?

☐ Prefer not to say

White

☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Any other White background

Mixed/Multiple ethnic groups

☐ White & Black African ☐ White & Black Caribbean ☐ White & Asian ☐ Any other multi mixed background

Asian or Asian British

☐ Pakistani ☐ Indian ☐ Bangladeshi ☐ Chinese ☐ Any other Asian background

Black/African/Caribbean/Black British

☐ African ☐ Caribbean ☐ Any other Black background

Other Ethnic Group

☐ Arab ☐ Other – please specify below:

Next steps....

Thank you for completing the questionnaire.

The consultation closes at midnight on 27th September 2019

We will listen carefully to what residents tell us and take the responses into consideration when making a final decision on the 2020/21 scheme.

Following the decision, the full results from the consultation will be available on the Council's website.

The new scheme will start on **1 April 2020**. The Council will consider the impact of the scheme annually and consult again if it thinks further changes need to be made.



REPORT TO	ON
CABINET	Wednesday, 13 November 2019

TITLE	PORTFOLIO	REPORT OF
Review of Investment Property Strategy	Cabinet Member (Finance, Property and Assets)	Assistant Director of Property and Housing

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

PURPOSE OF THE REPORT

1. To provide Cabinet with an update on the suggested approach to undertaking a strategic review of the investment property portfolio.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet support a review being undertaken of the Council's commercial investment property portfolio which will assess the performance of assets, develop the asset management plan and inform the strategy for acquisitions and disposals.

REASONS FOR THE DECISION

3. It is important that the Council develops a rigorous and robust approach to managing its assets in order to ensure that returns are maximised, risks are managed and mitigated and a clear process is put in place to address any under-performing assets.

CORPORATE PRIORITIES

4. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	√
Health, Wellbeing and Safety	
Place, Home and Environment	√

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

5. Currently there is a lack of visibility in relation to the relative performance of the asset portfolio. The estates service presently report on occupancy as part of the quarterly reporting process however there does not presently exist a clear and transparent process for understanding which assets are performing well and which assets fail to add value.
6. It is important to develop a clear strategy to protect and grow the income from the Council's asset portfolio.
7. Furthermore, as well as improving the performance of the asset portfolio it is equally important to ensure that the Council complies with its statutory and regulatory requirements and has robust systems in place to ensure that tenants comply with their responsibilities under leases and licences provided to them by the Council.
8. The review shall identify under- performing properties that are not being used to the best of their potential and shall seek to identify sites for the potential release of surplus land for alternative uses for example to support housing development or recommended for amenity use.
9. It is important that the Council charges an appropriate rent for its assets, minimises voids and ensures that all properties receive the right level of insurance.
10. In order to measure the relative performance of the assets it is recommended that an asset evaluation matrix is developed which would enable each asset to be weighted and scored against a number of bespoke criteria including location, demand, property condition, tenure, repairing terms and length of occupiers leases.
11. This would enable the service to develop a clear, holistic and evidenced based assessment of each asset which would inform future investment planning and asset acquisition and disposal strategies.
12. The outcome from the review shall be reported back to Cabinet in March 2020 and shall help to shape and inform the property investment strategy moving forward.

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

13. This piece of work shall need to be carried out by a specialist commercial surveying organisation as the Council lacks the capacity to undertake this role. Given the need to undertake this work quickly Officers shall look to appoint from an existing framework agreement in order to meet the requirement for the asset strategy to be considered at the Cabinet meeting on 18th March 2020.
14. The Council owns a large asset base which provides an important income stream for the authority and it is essential that the capital value and income generation from the commercial asset portfolio is maximised.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

15. No consultations are planned as part of this initial review. Consultation with tenants and leaseholders may be required once the strategy has been developed.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. The Council could choose not to undertake a review. However, it is evident that there is a pressing need for greater clarity and assurance in relation to the performance of the commercial asset portfolio and it is essential that the Council adopts a pro-active approach to managing and minimising any risks which are highlighted through the review.

FINANCIAL IMPLICATIONS

17. The review shall ensure that the council develops a much better understanding of how its commercial asset portfolio is presently performing and how it can maximise the capital value and income generated through the asset portfolio.
18. The cost will depend on the outcome of the procurement process.

LEGAL IMPLICATIONS

19. The review in itself will not have any direct legal implications however the outcome from the review and resulting strategy could have significant implications for the legal team.

AIR QUALITY IMPLICATIONS

20. It is not envisaged that there will be any air quality implications relating to the report.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

21. There are no human resource implications relating to the report.

ICT/TECHNOLOGY IMPLICATIONS

22. The review shall be undertaken by consultants who shall be instructed through the commissioning process to provide all relevant information, evidence and supporting data in such a manner that it can be easily plugged into the Council's asset management system thereby significantly enhancing the database and allowing the estates team to develop an intelligence led approach to the management and maintenance of the estate.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

23. It is essential that the Council develops a clear strategy to protect and grow the income from its commercial investment property portfolio.
24. It is also essential that the Council has a clear and up to date understanding of compliance in relation to both landlord and tenant responsibilities as well as developing

robust systems for securing receipt of rents and dealing with voids and insurance matters;

RISK MANAGEMENT

- 25. Failure to optimise capital values and income generation from the commercial asset portfolio could lead to a significant loss of income for the Council.
- 26. It is important that the Council adopts a robust approach to managing compliance from both a landlord and tenant perspective.
- 27. The lack of a robust strategic asset management plan could lead to higher than required maintenance costs as repairs and investment are undertaken on a short term, adhoc basis rather than a more strategic and planned approach being adopted.

EQUALITY AND DIVERSITY IMPACT

- 28. Not applicable

RELEVANT DIRECTORS RECOMMENDATIONS

- 29. It is recommended that Cabinet support the approach being outlined in this report.

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 30. The costs of this work is subject to a procurement process through an existing framework agreement. The budget monitoring report, a separate report on this agenda, identifies forecast savings of £515,000 in 2019/20. It is proposed that the cost of this work is funded from these savings through the virement of budget.

COMMENTS OF THE MONITORING OFFICER

- 31. There are no direct legal implications arising from this report. As officers we shall ensure that the council's Contract Procedure Rules are complied with when it comes to procuring a consultant.

Background papers to this report

Appendix A – copy of briefing note for consultants

Peter McHugh
Assistant Director of Property and Housing

Report Author:	Telephone:	Date:
Peter McHugh Assistant Director of Property and Housing	01772 625228	4/11/19

COMMERCIAL PROPERTY STRATEGIC REVIEW – CONSULTANTS BRIEF

This brief provides an overview of the approach to be undertaken for the review of the Councils commercial properties (non-operation investment) portfolio.

(1) Key challenges:

- Little visibility on relative performance of the portfolio;
- Requirement to maximise the capital value and income generated by the commercial portfolio.
- Managing the impact of reductions in funding from Central Government and developing a more effective use of the Councils assets in order to aid financial resilience.
- Ensuring the asset portfolio is fit for purpose and identifying areas require further appraisal or intervention.

(2) Scope of the Brief

Review the Councils commercial investment portfolio with focus on securing the following objectives:-

- Develop a clear strategy to protect and grow the income from the non-operational portfolio;
- Improve the performance of the non-operational estate - ensuring tenant compliance, landlord responsibilities are clearly understood, securing receipt of rents and dealing with voids and insurance matters;
- Identify underperforming assets that are not being used to the best of their potential - release any surplus land for alternative uses e.g. bringing forward land for housing to support development, review of brownfield land and explore opportunities to re-designate to improve and enhance asset performance.

(3) Output

The key output of this project is a report outlining our observations and recommendations to assist the Council in developing a detailed property strategy for its commercial portfolio. The report recommendations will cover the following areas:

- The approach to asset management;
- Quantify the performance of assets;
- Acquisitions and disposals;
- Re-gearing ground leases;
- Implementation plan for report recommendations including and key milestones.

(4) Evaluation Methods

(a) Reputation Risks

An assessment would be made as to whether any of the assets provide reputation risks, specifically on matters relating to use such as:-

- Alcohol or Tobacco production or sale
- Animal exploitation;
- Gambling;

Any form of exploitation or environmentally damaging operations

(b) Risk Management Assessment

A risk assessment of each asset shall be undertaken, including but not limited to:

- Tenant default on rental payment (covenant risk);
- Risk of failure to re-let (void risks);
- Repairing issues;
- Costs of ownership and management;

- Differing lease structures (e.g. rent review structure, lease breaks);
- Sector risk (portfolio spread).

(c) Market Risks

A market risk assessment would be undertaken, including risks of structural change or market failure, which may affect the market as a whole or particular subsectors or groups of property:

- Illiquidity upon sale (e.g. lot size, transaction times, availability of finance);
- Failure to meet market rental expectations (forecast rental growth);
- Failure to meet market yield expectations (forecast yield shift);
- Risk of locational, economic, physical and functional depreciation through structural change;
- Risks associated with legislative change (e.g. planning or changes in fiscal policy).

(d) Criterial Matrix

In order to measure relative performance of the assets, we would develop a Criterial Matrix with the consultants which would establish a weighted score for each asset. An example is provided as follows:-

Score		4	3	2	1	0
SCORING CRITERIA	Weighting Factor	Very Good	Good	Acceptable	Marginal	Unacceptable
Location						
Tenant Strength						
Tenure						
Building Quality / Obsolescence						
Repairing Terms						

The Council shall discuss with the consultants any good practice or innovation they can provide in relation to the scoring criteria, triggers and weightings.

Next Steps

The Council shall look to appoint a specialist contractor from the CCS Framework Agreement for a fixed fee with a target completion date for 24 February 2020.

Schedule of Commercial Investment Portfolio for appraisal are outlined below:

Ref.	Property	Tenure
I1	Forward Industrial Estate, Talbot Road Leyland, PR25 2ZJ	Freehold
I2	Land Adjacent To 155 Longmeanygate, Longmeanygate, Leyland, PR26 7TB	Freehold
I3	Land At Broad Oak Lane Penwortham, Preston	Freehold
I4	Land On The North Side Of Longmeanygate, Leyland	Freehold
I5	Land On The South Side Of Kellet Lane Bamber Bridge	Freehold
I6	Land At Dog Kennel Wood London Way, Walton Le Dale	Freehold
I11	Garages 1-4, Balcarres Road Leyland, PR25 2EL	Freehold
I12	Garage 1, 11 Ryefield Avenue Penwortham, PR1 9EJ	Freehold
I13	A & A Packaging Ltd, Industrial Estate On Liverpool New Road, Walmer Bridge	Freehold
I14	A T C, 1 Woodlea Road Leyland, PR25 1JL	Freehold
I15	Air Training Corps Mounsey Rd, Bamber Bridge, PR5 6LT	Freehold
I16	Ambulance Station, Industrial Estate On Liverpool New Road, Walmer Bridge	Freehold
I17	Army Cadet Centre Bent Lane, Leyland, PR25 4HS	Freehold
I18	Bloomfield Grange Penwortham, Preston, PR1 9LJ	Freehold
I19	Unit 280 (Carnfield Place) Walton Summit, Bamber Bridge	Freehold
I20	Champ Chicken Industrial Estate, Liverpool New Road, Walmer Bridge	Freehold
I21	Club Court, Club Street Bamber Bridge, PR5 6FN	Freehold
I22	331/339 Four Oaks Road (Ranglet Rd) Walton Summit, Bamber Bridge	Freehold

I23	Land At Braconash Road ,Leyland 1.10 acres let to C & W Berry	Freehold
I24	Land At Braconash Road, Leyland 0.75 acres let to C & W Berry	Freehold
I25	Land At Braconash Road, Leyland 2.32 acres let to C& W Berry	Freehold
I26	Land At Braconash Road, Leyland 1.09 acres let to C & W Berry	Freehold
I27	Land At Braconash Road, Leyland 0.72 acres let to Consignia Plc	Freehold
I28	Land At Green Place 500 Walton Summit, Bamber Bridge	Freehold
I29	Land At Gregson Lane Hoghton, PR5 0DP (Mobile Library site)	Freehold
I30	Land For Gas Governor At Gregson Lane, Hoghton, PR5 0DP	Freehold
I31	Lostock Hall Trading Estate Sherdley Rd, Lostock Hall, PR5 5LP	Freehold
I32	Naaz Indian Restaurant Club Street, Bamber Bridge, PR5 6FN	Freehold
I33	Sandy Lane Surgery, Sandy Lane, Leyland, PR25 2EB	Freehold
I34	Tesco Stores Limited Towngate, Leyland, Preston, PR25 2FN	Freehold
I35	Former Hulmes Mill Site St Andrews Way, Leyland	Freehold
I36	Gas Governor Site at Liverpool Road Longton	Freehold
I37	124 Brookfield Place Walton Summit, Bamber Bridge, PR5 8BF	Freehold
I38	125 Brookfield Place Walton Summit Centre, Bamber Bridge, Preston	Freehold
I39	126 Brookfield Place Walton Summit, Bamber Bridge, PR5 8BF	Freehold
I40	122 Clydesdale Place Leyland, PR26 7QS	Freehold
I41	123 Clydesdale Place Leyland, PR26 7QS	Freehold

I42	124 Clydesdale Place Leyland, PR26 7QS	Freehold
I43	126 Clydesdale Place Leyland, PR26 7QS	Freehold
I44	127 Clydesdale Place Leyland, PR26 7QS	Freehold
I45	128 Clydesdale Place Leyland, PR26 7QS	Freehold
I46	129 Clydesdale Place Leyland, PR26 7QS	Freehold
I47	130 Clydesdale Place Leyland, PR26 7QS	Freehold
I48	131 Clydesdale Place Leyland, PR26 7QS	Freehold
I49	225 Brierley Road Walton Summit, Bamber Bridge, PR5 8AH	Freehold
I50	227 Brierley Road Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I51	228 Brierley Road Walton Summit, Bamber Bridge, PR5 8AH	Freehold
I52	229 Brierley Road Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I53	248 Dawson Place Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I54	253 Dawson Place Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I55	254 Dawson Place Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I56	255 Dawson Place Walton Summit, Bamber Bridge, PR5 8AL	Freehold
I57	449 Oakshott Place Walton Summit, Bamber Bridge, PR5 8AT	Freehold
I58	81A Bison Place Leyland, PR26 7QR	Freehold
I59	Unit 1 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I60	Unit 2 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I61	Unit 3 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I62	Unit 4 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I63	Unit 5 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I64	Unit 6 Middleforth Industrial Estate Leyland Road, Penwortham, Preston	Freehold
I67	122a Station Road Bamber Bridge PR5 6QR (PWD)	Freehold
I68	4 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
I69	57 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
I70	59/61 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
I71	63 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
I72	78 Towngate Leyland, PR25 2LR	Freehold
I73	Gardeners Cottage, Worden Park Leyland, PR25 1DJ	Freehold
I74	(Pearson House), 122b Station Road	Freehold

	Bamber Bridge, PR5 6TT	
175	RNA Club 74, Towngate Leyland, PR25 2LR	Freehold
176	Second & Third Floor, Civic Centre Leyland	Freehold
177	Ground floor, Civic Centre, Leyland	Freehold
178	Bamber Bridge Community Hall Station Road, Bamber Bridge	Freehold
179	6 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
180	12 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
181	14 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
182	20 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
183	22 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
184	3 Farmyard Cottages Worden Park Leyland, PR25 1DJ	Freehold
185	4 Farmyard Cottages, Worden Park Leyland PR25 1861DJ	Freehold
186	North Lodge, Worden Lane Leyland, PR25 3DH	Freehold
187	2 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
188	8 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
189	10 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
190	16 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
191	18 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
192	24 Hawksbury Drive Penwortham, Preston, PR1 9EJ	Freehold
193	2A John Street Bamber Bridge, PR5 6TJ	Freehold
194	53 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
195	55 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
196	65 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
197	67 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
198	69 Pope Lane Penwortham, Preston, PR1 9BY	Freehold
199	Refreshment Kiosk Worden Park	Freehold

REPORT TO	ON
CABINET	Wednesday, 13 November 2019



TITLE	PORTFOLIO	REPORT OF
Options Appraisal and Business Case for the McKenzie Arms, Bamber Bridge	Cabinet Member (Finance, Property and Assets)	Assistant Director of Property and Housing

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No
	<p>However Appendix A is confidential in line with Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.</p> <p>Information relating to the financial or business affairs of any particular person (including the authority holding that information)</p>

PURPOSE OF THE REPORT

1. To update Cabinet on the development appraisal for the former McKenzie Arms site off station in Bamber Bridge with a view to developing the site for housing.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet approve the development for 15 dwellings and proposed scheme mix for the site for the purposes of providing affordable housing.
3. That Cabinet agree whether or not to enhance the scheme to the Passivhaus standard.
4. That Cabinet agree in principle to commit section 106 and other funding to finance the scheme and recommend to Council that section 106 and other funding should be committed to take this scheme forward.
5. That Cabinet approve the proposal to be developed into a planning application.

6. That Officers report back to Cabinet following the decision from planning committee to update Cabinet on any conditions attached to the development, to consider the preferred procurement route and update Cabinet on progress made in identifying further sources of funding from other bodies to reduce the contribution of the Council in financing the development.

REASONS FOR THE DECISION

7. The decision taken will meet the Council's Corporate Plan priorities in relation to delivering different models to provide quality homes that people can afford to live in whether they chose home ownership or rented accommodation.
8. The decision shall also enable a much underused Council asset to be utilised to provide much needed affordable housing in Bamber Bridge.

EXECUTIVE SUMMARY

9. The report provides Cabinet with an update on the work undertaken to date to bring forward this site for development.
10. A development appraisal has been completed which has recommended the redevelopment of the site to provide 15 dwellings for affordable housing.
11. The development shall comprise of 3 three bedroom Townhouses, 9 One bedroom apartments and 3 two bedroom apartments. There is a healthy demand for all properties to be developed.
12. There is a gap of £704,819 between the total costs of the scheme and the value of the scheme. There are a number of reasons for this including the additional costs associated with high quality design and meeting national guidance on space standards (circa 20% bigger than what is typically provided by the market), rental values are low and subsequently the payback period for the scheme is circa 37 years.
13. The properties have been designed to high environmental and energy efficiency standards and there is the potential to develop an exemplar Passivhaus scheme design.
14. Should Cabinet approve the recommendations a planning application shall be developed and the outcome of the planning decision and an update on financing and procurement routes shall be reported back to the next available Cabinet meeting following planning committee.

CORPORATE PRIORITIES

15. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	√
Place, Homes and Environment	√

BACKGROUND TO THE REPORT

16. The McKenzie Arms site was originally purchased by the Council in 2012 to assist in the development of a much larger residential development site to the rear of the site in question. At the time of acquisition, Members were provided with a comprehensive report, setting out the options for purchase, along with an assessment of all appropriate risk, and approval was given for the acquisition.
17. Since 2012, the developer of the land to the rear submitted two separate planning applications with regards developing out land to the rear. One of these application contained the land in question as key access, the second provided access via an alternative route which was not in the control of this Council. Both of these applications where approved by this Council.
18. In 2018, the developer commenced the redevelopment of the land to the rear thus rendering the Council owned site no longer required by the developer for access purposes.
19. The Council undertook a consultation exercise in relation to the McKenzie Arms and a number of other sites in December 2018 and January 2019 and there was only one objector to the change of use from a local resident who wanted the site retained as a car park. There is now an opportunity to bring this site forward for meaningful development, and redevelop this prominent site in Bamber Bridge from a brownfield site, to a development that not only meets the needs of the community, but also develops a quality built environment.
20. The Council's most recent Strategic Housing Market Assessment and the Council's waiting list (Select Move – Choice Based Lettings Scheme) figures for Bamber Bridge indicates most demand for rented accommodation in this area. Furthermore, the South Ribble Housing Land Position Report dated 31 March 2019 has revealed that an average of 54 affordable units have been delivered annually in the Borough over the last 10 years with an average of only 10 affordable dwellings per annum being constructed in Bamber Bridge. This scheme would therefore make a significant contribution towards meeting unmet housing need.
21. The scheme as currently devised will meet the nationally required space and air quality standards. It will provide for an approximate 20% increase in the overall floor area in each of the residential units over what the market is typically delivering. Whilst this increases the build costs associated with the proposed scheme it provides an opportunity to showcase a high quality development to the development market and enhance the welfare of the occupiers.
22. It is recommended that consideration is given to increasing the energy efficiency provided throughout the scheme towards a Passivhaus standard. A Passivhaus building is driven by air quality and comfort, where thermal comfort is achieved solely by post-heating or post-cooling the fresh air flow as required.
23. As such, a Passivhaus building requires very little energy for heating or cooling, whilst providing a high level of comfort for the occupants. The Key Benefits would include:

- Works towards the legislative target of 80% carbon reductions set by the UK government.
- Reduction in energy bills - Passivhaus buildings achieve a 75% reduction in space heating requirements, compared to standard practice for UK new build.
- High quality construction and glazing creates a peaceful, sound-proof environment.
- Excellent indoor air quality helps alleviate allergies and respiratory problems.
- Passivhaus coupled with a small amount of renewables can achieve zero carbon targets.

24. Passivhaus will increase the development costs by roughly £200,000.

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

25. Given the size of the development an OJEU compliant tender process shall be required and it is recommend that a 3 stage tender process is carried out as follows:-

- **Stage 1 - Expression of interest released**
Prior to carrying out the tender exercise, an initial pre-market engagement should be carried out to ascertain the potential interest in the market for carrying out the development. This would allow the full tender process to be optimised according to the anticipated market demand.
- **Stage 2 - Sifting exercise**
The second stage of the tender process would be to release an Expression of Interest to the marketplace. This would allow the number of interested tenderers to be reduced to approximately 6 preferred contractors to be taken to the final ITT stage. This exercise would allow SRBC to filter interested parties by relative experience and capability and potentially set the level of overheads and profits applicable to the tender. Precise Stage 2 quality questions would depend on the type of procurement undertaken (see below options) and discussion with SRBC's procurement team.
- **Stage 3 - Selection of a preferred contractor**
The third stage would be for the appointment of the main contractor and would allow SRC to assess the tender returns of the shortlisted tenderers. Precise Stage 3 quality questions would depend on the type of procurement undertaken (see below options) and discussion with the Councils procurement team.

26. There are 3 principal options for the procurement of the main contractor that are considered suitable for a development of this type and size - two stage traditional tender process, two stage design and build process (with or without guaranteed maximum price, and a framework agreement (such as Scape, Homes England).

27. A full breakdown of procurement options can be seen on pages 16 and 17 of the business case.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

28. The Council undertook a consultation exercise in relation to the McKenzie Arms and a number of other sites in December 2018 and January 2019 and there was only one objector to the change of use from a local resident who wanted the site retained as a car park. Local elected members have been consulted and are supportive of the development.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

29. A number of options were considered as part of the business case, the options appraised were:

1. Do nothing
2. Dispose of the Site on the open market
3. Re-develop the Site for market housing
4. Re-develop the Site for affordable housing

Options Descriptions

30. Option 1. Do nothing

The Site was acquired in 2013 to unlock development for a proposed residential development site known as the Former Wesley Mill with the former buildings demolished following purchase. However, the developer of the Former Wesley Mill site decided to proceed with its scheme (known as Wren Green) using another access route and that development is now well advanced. This effectively created a redundant site which has no alternative current use. Do nothing is therefore not an option.

31. Option 2. Dispose of the Site on the open market

The Site has been valued at between £200,000 and £250,000 however disposal on the open market would be complicated by the overage agreement in favour of the former owner.

It is envisaged that a private owner would bring forward either a small scale housing, or roadside, development, if the Site was sold on the open market. However, there is no certainty on the timing of such development nor the type of development that would be delivered.

32. Option 3. Re-develop the Site for market housing

Consideration has been given to developing the Site for market housing and piecemeal sale of the individual residential units. In this case, SRBC may develop a scheme which would meet local demand characteristics, focusing on the owner occupier and investor market, involving smaller unit sizes (e.g. below nationally described space standards) and may require the use of value orientated construction methods with lower quality design characteristics, to enable a viable scheme.

33. Option 4. Re-develop the Site for affordable housing

This option would entail developing the Site for a quality housing scheme which meets nationally described space standards and established demand for affordable housing in the area with SRBC having sole control over the completed scheme.

34. The recommended option is Option 4 - Re-develop the Site for affordable housing

The reason for this is that this is a unique project which offers some significant opportunities from delivering quality housing for residents at affordable rents. It also creates the potential to deliver an exemplar energy efficiency scheme and have the ability to improve the life of residents.

FINANCIAL IMPLICATIONS

35. The financial model indicates that the development costs are greater than the investment value of the completed scheme. There are a number of reasons for this including the quality of the design, generous space standards and the proposed rents being charged at affordable rather than market rent. Furthermore, the scheme and site are relatively small

so it is not possible to develop economies of scale and the overage agreement acts as a disincentive to selling properties or selling the site.

36. Due to the above there is a need for the council to cover the short fall on development costs and to provide the land (valued at between £200,000 to £250,000) at nil value.
37. It is estimated that the total scheme costs for the development shall be £2,046,799 with potentially £90,000 grant funding available from One Public Estate land release programme and £1,966,799 available from affordable housing section 106 monies to fund the development. The scheme is estimated to have a value of £1,341,980 and is expected to provide an annual rental income of £60,500 based upon full occupation and affordable rents being charged to tenants.
38. Should Cabinet wish to enhance the environmental standards of the scheme to meet Passivhaus standards then the scheme development costs are likely to increase by a further £200,000.

LEGAL IMPLICATIONS

39. The site is subject to an overage agreement (this terminates in 2032) in favour of the former owner of the site. The overage would be triggered by development of the site as a means of access to the former Wesley Mill site. It is considered that the proposed development of the site for affordable housing as outlined in the report would not trigger these overage provisions. External advice has been obtained in this regard.
40. A short term licence has been provided to the garage owner adjacent to the site to allow him to park vehicles temporarily on the land whilst having works undertaken. This agreement expires in January 2020 and it is not expected to be renewed. Clearly the use of land for parking purposes hardly constitutes the most productive use of the land.
41. It can be confirmed that there are section 106 monies available for the purposes of providing affordable housing within the borough.
42. Procurement issues will be looked into thoroughly at the appropriate time. Inevitably there is some uncertainty over what the requirements will be at this stage due to uncertainty over Brexit.
43. Clearly it will be for planning Committee to decide whether to grant planning permission.

AIR QUALITY IMPLICATIONS

44. The proposed development site is located within an area of poor air quality and has been declared an Air Quality Management Area. The proposed development introduces new additional receptors to this area, specifically plots 1, 2, & 3, whose proposed garden amenity areas will be directly adjacent to the busy road and source of pollution. In addition the development will introduce additional vehicle movements to the area and result in a further deterioration of the air quality in the vicinity of the site.
45. As such air quality will be a material consideration at the planning stage and detailed consideration and assessment of the impacts on air quality will be required, an air quality assessment shall be carried following discussions with the Councils Environmental Health Service.

46. The development will seek to utilise modern means of construction and aim to achieve the highest possible environmental standards.

.HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

47. Should cabinet approve the recommendations contained in the report then the development would be placed on a full project footing and a project manager would be appointed to manage and oversee the project. A multi-disciplinary project team shall also be developed to ensure the project is delivered to agreed time, cost and quality requirements.
48. The council shall also need to ensure it has the right skills and capacity to effectively manage the housing stock once the development has been completed.

ICT/TECHNOLOGY IMPLICATIONS

49. Not applicable

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

50. It is recommended that the land equating to £200,000 - £250,000 is provided for the development at nil cost.
51. The development will have implications for the management and servicing of the dwellings which shall be factored into the business plan and implementation plan for the scheme.

RISK MANAGEMENT

52. There are 4 key areas of risk which are summarised below:
53. Financial –The scheme will require a significant level of subsidy from the Council if it is to be financially viability and deliverable. Without this deficit funding the scheme cannot proceed. Officers are examining other potential sources of funding with Homes England to help reduce the deficit however whilst the deficit may come down there will still be a significant gap between the costs of the scheme and the financial returns from it.
54. Reputational – there is a danger that the Councils reputation will be adversely affected if it fails to proceed with the scheme.
55. Site Security – There are presently a number of vehicles parked on the site which will need to be removed prior to the commencement of works and security measures shall be required to prevent vandalism, damage and injury once the construction process commences.
56. Delivery – The overage agreement presents a potential obstacle to delivering the site and the Council shall need to gear up with a project team possessing the right skills and expertise to deliver the development.

EQUALITY AND DIVERSITY IMPACT

57. The allocations and lettings policy for the development shall be subject to equality and diversity legislation which shall be fully complied with.

RELEVANT DIRECTORS RECOMMENDATIONS

58. That members consider the recommendations and clarify how they would like to proceed with the project.

COMMENTS OF THE STATUTORY FINANCE OFFICER

59. This is a costed proposal which is line with the Council's Corporate Plan priorities in relation to delivering different models to provide quality homes that people can afford to live in whether through home ownership or rented accommodation.
60. As set out in the report, the Council is in receipt of s106 developer contributions specifically for the provision of affordable housing which can be used to fund this scheme along with central government funding. If this s106 funding isn't spent then there is a risk that it may have to be repaid.
61. The proposal is that the properties will be owned and managed by the Council but the net rental forecast allows for a management fee element. The forecast rental income is a new income stream for the Council. Other associated costs such as property maintenance, void costs and insurance costs have been factored into the business plan.

COMMENTS OF THE MONITORING OFFICER

62. Please see legal implications above. This is an exciting opportunity. The land clearly needs to be developed. We will ensure that proper procedures are followed throughout.

BACKGROUND DOCUMENTS

63. Please refer to cabinet reports relating to the McKenzie Arms which were considered at Cabinet on the 20 March 2019 and 22 June 2019.

APPENDICES

64. Appendix A - Copy of Business Case for McKenzie Arms Development.

Peter McHugh
Assistant Director for Property & Housing

Report Author:	Telephone:	Date:
Peter McHugh Assistant Director of Property and Housing	01772 625228	4/11/19

REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Budget Monitoring 2019/20 - Month 6 (Sept)	Cabinet Member (Finance, Property and Assets)	Interim Section 151 Officer

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

PURPOSE OF THE REPORT

1. This report provides an update on the Council's overall financial position as at the end of September 2019, which is quarter 2 of the financial year 2019-20. The report provides a forecast of the projected outturn to 31st March 2020 compared to the current approved budget and explains what the differences are and what impact they will have.

PORTFOLIO RECOMMENDATIONS

2. Cabinet notes, reviews and comments on the contents of this report.

REASONS FOR THE DECISION

3. Robust financial monitoring, including scrutiny and challenging information, is a crucial aspect of running a successful and effective organisation.

EXECUTIVE SUMMARY

4. The overall revenue outturn forecast for 2019/20 is a net budget saving of £515,000 which represents a variance of 3.5% of the total net budget requirement. This is based on actuals to-date and assumptions about spending and anticipated levels of income for the remainder of the financial year.
5. Certain income sources can be assessed with more certainty; for example with Garden Waste and Trade Waste charges the majority of the income is received early in the financial year. Other income is more volatile and therefore the forecasts are more likely to need revising as the year progresses.

6. In the staffing cost forecasts, assumptions have been made in relation to the timing of recruitment to posts which are currently vacant.
7. The forecast variance of £515,000 surplus comprises the following main items:
 - Forecast savings in staffing costs £219,000
 - Increase in income forecast including Garden Waste £158,000 and Investment interest £100,000
 - New income generated from vehicle maintenance contract offset by additional staff costs; net increase in income £73,000
 - Increase in business rates compensatory grant funding (S31 grant) £280,000
 - Offset by: a net cost of £108,000 in relation to the waste contract
 - New budgets approved: Music Festival £75,000; Leisure professional fees £50,000
8. The current capital budgets have been reviewed to establish the forecast outturn expenditure and any re-phasing of schemes into future years. The total capital budget forecast for 2019/20 is £9,398,000, with £5,541,000 potential slippage identified at this stage in the year. Further details are provided in the body of the report and Appendix A (attached).

CORPORATE OUTCOMES

9. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

10. The 2019/20 budget and Medium term Financial Strategy (MTFS) 2019/20 to 2022/23 was approved by full Council on 27th February 2019.
11. The net cost of services revenue budget was £14,484,000. An increase of 1.99% in Council Tax was approved, with a budget income figure of £153,000. After applying other sources of funding as well, there was an overall surplus of £716,000 that was budgeted to be transferred back into the capital funding reserve to help fund the sizeable capital programme.
12. The capital programme totalled £41,383,000 over the next 4 financial years, with a total budget of £12,908,000 in 2019/20.

DETAILS

Revenue Summary

13. In the Quarter 1 budget monitoring report to Cabinet in September, a forecast budget surplus of £680,000 was reported. Cabinet approved the creation of a new budget of £75,000 for hosting a music event in the Borough in summer 2020, to be funded from this forecasted underspend to cash flow the initial phase of the festival preparations. Cabinet also approved the virement of the £150,000 turnover savings target budget to reflect staffing savings achieved in the first period to the end of July 2019. A report on the council's Leisure facilities was presented to Council in September. Council authorised officers to consider future management options for the Leisure centres and an additional budget of £50,000 for professional support fees was approved.
14. Table 1 summarises by directorate the revenue budget variations that are expected to impact on the outturn position at 31st March 2020. The overall forecast is a surplus, compared to the budget, of £515,000. If this surplus was transferred to reserves at the end of the year, which would be the default action if no further spending plans were approved, then the total contribution to reserves would increase from £495,000 to £1,010,000. The 'Current Budget' below includes approved budget changes, virements between budgets and release of budgets brought forward from reserves.

Table 1: Revenue Budget Summary – Quarter 2 forecasts

	Full Year Budget £'000	Current Budget £'000	Forecast Outturn £'000	Forecast Variances £'000
Chief Executive	864	868	931	63
Neighbourhoods & Development	6,484	6,430	6,375	(55)
Planning and Property	488	499	418	(81)
Finance and Assurance	1,405	1,378	1,468	90
Legal, HR & Democratic Services	1,746	1,741	1,690	(51)
Customer Experience & Operations	2,098	2,098	1,923	(175)
Pension Deficit Contributions	414	414	496	82
Staff Turnover Savings	(150)	0	0	0
Net Cost of Services	13,349	13,428	13,301	(127)
Interest payable / receivable	(89)	(89)	(217)	(128)
Parish Precepts	397	397	397	0
Provision for repayment of debt	835	835	831	(4)
Funding Requirement	14,492	14,571	14,312	(259)
<u>Funding:</u>				
New Homes Bonus – City Deal	(879)	(879)	(879)	0
New Homes Bonus – SRBC	(135)	(135)	(135)	0

Retained Business Rates	(3,950)	(3,950)	(3,939)	11
Business Rates Section 31 grant	(1,750)	(1,750)	(2,041)	(291)
Council Tax	(8,328)	(8,328)	(8,328)	0
Contribution to / (from) reserves	550	471	495	24
Total Funding	(14,492)	(14,571)	(14,827)	(256)
Net (Surplus) / Deficit	0	0	(515)	(515)

Table 2 below lists the main variances within particular service areas that affect the forecast.

Table 2: Projected Revenue Outturn Variations

Detail	Budget pressure / (saving) £'000	Forecast Variances at Quarter 2 £'000
Chief Executive		
Staffing Variances	22	
Purchase of fuel tank for depot (Brexit funded)	18	
Brexit funding	(35)	63
Virement to Website refresh project	(20)	
Music Festival project allocation	75	
Other	3	
Neighbourhoods & Development		
Staffing Variances	(5)	
Leisure management review - professional fees	50	
Garden Waste income - exceeded budget	(158)	
Trade Waste income - reduction in take up on renewal	29	
Waste Contract – inflation and cost recovery adjustments	108	(55)
Vehicle hire additional costs – RCV undergoing repairs	18	
Moss Side depot – Vehicle maintenance contract net additional income	(73)	
Moss Side depot – metered water	10	
Civic Centre rental and room hire income	(34)	
Planning and Property		
Staffing Variances	(136)	
Investment Property rental income	26	(81)
Planning Pre-application fees reduction	32	
Other	(3)	
Finance and Assurance		
Staffing Variances/agency costs	53	
Audit fees	10	90
Insurance	23	
Other	4	
Legal, HR & Democratic Services		
Staffing Variances	(102)	
Legal fees	25	(51)
Forecast reduction in Land Charges income	10	
Forecast reduction in Licensing income	8	
Other	8	

Customer Experience & Operations		
Staffing Variances	(132)	
New Burdens funding received	(72)	
ICT services cost increase	34	(175)
Website refresh project (virement)	20	
Personal budgeting support underspend	(30)	
Other	5	
Net Cost of Services	(209)	(209)
Interest receivable/capital financing	(132)	(132)
Staffing Variations - Pensions contributions	81	81
Reduced contributions from reserves	25	25
Additional Contribution to / (from) reserves compared to budget - Retained Business Rates and s31 grant funding	(280)	(280)
TOTAL FORECAST UNDERSPEND	(515)	(515)

Staffing Costs

15. The total forecast saving in staffing costs is £219,000. The main reason for the underspend is posts being vacant, some earlier in the year that have now been filled and others that are currently vacant. The number of vacancies is lower than at the start of the year and at the date of the previous budget monitoring report (month 4, end of July). Also, other posts continue to be vacant and are generating larger underspends the longer they remain unfilled, however there are interim arrangements in some areas, such as Legal, Finance and Assurance which are being funded from these underspends.
16. The posts that are currently vacant, are listed below.

Directorate	Post
Chief Executive	Deputy Chief Executive (Regeneration and Growth)
	Deputy Chief Executive (Resources & Transformation)
Neighbourhoods and Development	Grounds Maintenance Operative
	Grounds Maintenance Operative
	Planning Assistant
Planning and Property	Planning Assistant
	Planning Enforcement Officer
	Planning Technical Support Supervisor
Finance and Assurance	Shared Director of Finance
	Shared Assistant Director of Finance
	Shared Director of Legal HR & Democratic Services
Legal, HR & Democratic Services	Shared Assistant Director of Legal HR & Democratic Services
	Borough Solicitor
	Head of Legal HR & Democratic Services
Customer Experience & Operations	Gateway Officer
	IT Support Analyst

17. A review was recently undertaken by the Leadership team to identify resource gaps. The outcome was the establishment of 3 new permanent posts: Environmental Health Officer

(Climate Change), Communications Officer and Graduate Engineer. The forecasted additional costs of these posts in a full year is £89,300 and will be funded from reductions in the casual staff budgets, savings in staff costs due to reduced hours and any shortfall will be funded from shared services savings. These posts will be recruited to as soon as possible but have not been included in the list above.

18. The turnover target of £150,000 has been allocated, as approved by Cabinet in the previous budget monitoring report. It was allocated to the two areas with the largest underspends – the additional posts added to the Neighbourhoods services and the Planning service.
19. The main variances across the directorates are summarised below:
 - Chief Executive – There are additional costs for the Interim Chief Executive and this is partly offset by an underspend in the Policy and Performance team due to a post not being filled until recently, at being at a lower grade than budgeted.
 - Neighbourhoods and Development – The budget across the Neighbourhoods services was increased by £160,000 in the 2019/20 budget setting process, to allow for 8 additional posts. 6 of these have been filled in August and September and two are expected to be filled in November. The delays in filling these posts created a large underspend and most of it (£74,000) has been allocated against the £150,000 turnover target. The remaining forecasted variance for the directorate is quite small – a £5,000 underspend.
 - Planning and Property – The two areas with underspends are Apprentices and Planning. The corporate apprenticeship posts, which sit in this directorate, have been recruited to during the year but there is a part-year saving of £55,000 in relation to while they were vacant. The Planning team has undergone a restructure and the internal recruitment has assigned staff to roles. There are 3 vacancies remaining and a recruitment process is in progress for 2 of the posts. The other vacancy is being kept unfilled to establish whether the role is needed on an ongoing basis or could be taken as a saving. There is another vacancy in the Planning Technical Support team that has not yet been recruited to. A proportion of the underspend across the Planning teams was allocated against the turnover target (£76,000) but there is still an additional forecasted underspend of £44,000 due to posts remaining vacant.
 - Finance & Assurance – There are large underspends against the vacant shared senior management posts. However, these have been outweighed by additional costs for the Interim Head of Shared Assurance and other temporary arrangements in that team.
 - Legal, HR & Democratic Services – There are large underspends against the vacant shared senior management posts. There have been some offsetting additional costs for additional HR support but there is still a large overall underspend.
 - Customer Experience & Operations – There is an underspend of £58,000 in the Gateway team due to several posts being vacant at the start of the year. All but one is now filled and the remaining post is in the process of being recruited to. Similarly there is an underspend of £46,000 in ICT due to delays in filling vacancies. Two posts have been filled recently and there is one vacancy remaining, which is being recruited to.
20. In calculating the current budget forecasts, assumptions have been made in relation to the recruitment to vacant posts and the likely timing of new appointments. For example, the extension of shared services is moving forward and it is difficult to forecast accurately at this stage in the year for the appointment to the shared senior management posts.

Other Cost variations

21. The net cost of £108,000 in relation to the waste contract is a result of increases in relation to pay inflation £147,000, offset by the recovery of replacement bin costs £39,000. These costs include backdated adjustments for previous years. The pay adjustments reflect the impact of the NJC pay awards on individual pay points, which for the FCC employees works out higher than the average pay increase previously applied. The waste contract includes an annual provision for the cost of bin replacements. As the actual cost of bin replacements has been less than this provision, the overpayment has been recovered from FCC.
22. In September, Council were provided with a brief summary of the current management operation of South Ribble's Leisure Centres and authorised officers to explore a number of potential options as to the future management arrangements and for a budget of £50,000 to be created to fund the necessary, legal, financial, HR and Leisure advice and support.

Business Rates

23. The business rates budget forecasts for 2019/20 have been reviewed based on the latest available data. Some elements of the business rates budget are fixed and therefore can be forecast with certainty; while other elements (such as Government S31 grants) are variable and can produce in-year variations. The purpose of the Business Rates Retention Reserve is to mitigate the impact of any in-year fluctuations.
24. The current forecast is unchanged overall from that reported in September, which showed a net increase of £280,000 compared to the original budget for the year. This was driven by a higher than originally expected entitlement to Section 31 Grants and the latest figures indicate that this level of income will be achieved. A small reduction is shown in the income forecast to be collected in respect of the Lancashire Enterprise Zone at Samlesbury, but this is wholly payable to the Lancashire Enterprise Partnership and so there is no impact on the overall net amount for the year.

Table 3: Business Rates budget forecast summary

Business Rates Retention Budget	Budget £'000	Forecast Outturn £'000	Forecast Variance £'000
Expenditure			
Tariff paid to Pool	15,150	15,150	0
Payment re Enterprise Zone (19/20)	174	167	(7)
Payments to Lancs Wide Fund	286	244	(42)
Payment to Resilience Fund	57	49	(8)
Income			
Local share of business rates	(19,220)	(19,095)	125
Share of surplus/deficit	(185)	(185)	0
Designated Area – Enterprise Zone	(174)	(167)	7
Renewable energy rates income	(39)	(102)	(63)
Sub-Total	(3,951)	(3,939)	12
Government S31 Grants	(1,750)	(2,042)	(292)
Total	(5,701)	(5,981)	(280)

Income from services

25. Table 4 shows the budgets and forecasts of the main types of income that are generated by services. (Note: this is different to general funding that isn't attributable to particular services such as non-specific government grants, council tax and business rates.)

Table 4: Income from services

Service Area	Last Year Income £'000	Budget £'000	Forecast £'000	Forecast (Surplus) / Deficit £'000
Neighbourhoods & Development				
Car Parking charges and fines	(135)	(137)	(137)	-
Civic Centre banqueting suite income	(21)	(18)	(31)	(13)
Community Sports Coaching	(235)	(203)	(266)	(63)
Dog impounding, littering and dog fouling	(6)	(18)	(6)	12
Environmental Permits	(24)	(19)	(21)	(2)
Football pitches, fairs, etc.	(26)	(15)	(23)	(8)
Grounds Maintenance	(172)	(164)	(154)	10
Licensing - Piercings & Tattoos and Animals	(12)	(7)	(9)	(2)
Licensing - Street Traders	(28)	(25)	(27)	(2)
Pest Control	(44)	(39)	(39)	-
Property rental - Civic Centre	(71)	(50)	(71)	(21)
Property rental - Market	(139)	(142)	(142)	-
Property rental - Moss Side Depot	(13)	(43)	(45)	(2)
Property rental - Worden Craft Centre	(13)	(15)	(13)	2
Refuse Collection - Garden waste	(789)	(650)	(809)	(158)
Refuse Collection - New bins	(46)	(65)	(65)	-
Refuse Collection - Special collections	(41)	(40)	(40)	-
Refuse Collection - Trade Waste	(460)	(477)	(448)	29
Vehicle Maintenance contract	0	(13)	(86)	(73)
Planning & Property				
Building Control	(221)	(191)	(201)	(10)
Planning application fees	(456)	(512)	(512)	-
Planning pre-application fees	(21)	(72)	(40)	32
Investment property rental	(1,076)	(1,095)	(1,069)	26
Legal HR & Democratic Services				
Land Charges	(95)	(100)	(90)	10
Legal fees recovered	(13)	(15)	(12)	4
Licensing - Alcohol	(72)	(76)	(68)	8
Licensing - Gambling	(13)	(12)	(12)	-
Licensing - Taxis	(81)	(94)	(94)	-
Customer Experience & Operations				
Court summons costs recovered	(213)	(228)	(228)	-
Budgets Not In Directorates				
Interest on investments	(303)	(220)	(320)	(100)
	(4,839)	(4,755)	(5,078)	(321)

26. The main income variations are as follows:

- Community Sports Coaching – the funding in respect of the Bikeability scheme has been confirmed but was uncertain and therefore not included in the original budgets. This income is ring-fenced and will be spent on providing the service and therefore is not expected to impact on the final outturn position.
- Civic Centre rentals – the forecast has been updated to reflect the final agreements with DWP in respect of the lease and related service charges.
- Garden Waste Charges – the revised forecast reflects that the subscriptions in 2019/20 is higher than the last financial year.
- Pre-Planning advice income – this was a new charge which has been introduced during 2018/19 but take-up is lower than originally forecast.
- Investment Property rental – there is a forecast shortfall against the budget due to vacancies in year (£17,000) and write-offs in relation to previous years (£9,000).
- Vehicle Maintenance Contract – this is a new income stream as a result of the council securing the maintenance work for the Chorley Council waste contractor vehicles.

Interest on Cash Investments

27. The forecast for Short-term investment income has been revised to £320,000 to reflect increased balances and in line with interest earned in 2018/19 which out-turned at £302,500. This is an increase of £100,000 in the current estimate of £220,000.

28. Return on investments and comparisons to the previous reporting period are set out below:

Table 5: Return on Short-Term Investments

Year	Average Balance Periods 1 - 6	Average Rate Periods 1- 6	No. of days	Interest Earned
2019/20	£39,857,072	0.911%	183/365	£182,031
2018/19	£37,291,001	0.657%	183/365	£122,893

29. The average return of 0.91% achieved over the first six months of the financial year represents a significant increase on the 0.66% achieved in the corresponding period in 2018/19. This reflects the same trend as was seen in the previously reported results for the full year in 2018/19, where the average rate achieved was 0.76%, compared to 0.49% in 2017/18. The key element in producing the increased returns is that the Bank of England Base Rate was increased from 0.50% to 0.75% in August 2018 and has remained at this level since. This position is consistent to date with the forecasts made in the Council's approved Treasury Management Strategy for 2019/20. Those forecasts did envisage a further rise in the Base Rate, to 1.00%, in the second half of the year. The likelihood of this rise has been affected by the impact of continuing domestic political and economic uncertainty.

Reserves

30. The total balance on reserves at the beginning of the financial year was £19.519m, which was £1.190m higher than the forecast in the budget report in February 2019. The main reasons for this were:

- Budget savings of £93,000 against the 2018/19 revised budget which increased the forecast general reserve balance from £4.587m to £4.680m at outturn
- Reduction in funding of capital projects from reserves due to the re-phasing of capital expenditure (£331,000)
- Slippage of expenditure committed at the end of 2018/19 but undertaken in 2019/20 (£189,000)
- Grants received and set aside to be used in future years (£386,000). This includes external funding for Central Lancs Local Plan and New Burdens grant.
- Business Rates surplus set aside in Earmarked reserve (£196,000)

31. Table 4 below shows the forecasted movements on the reserves for 2019-20.

Table 6: Reserves Summary

Reserve Name	Opening Balance £'000	Transfers In £'000	Transfers Out £'000	Capital Financing £'000	Closing Balance £'000
Earmarked Reserves					
My Neighbourhoods	(54)	-	-	-	(54)
Borough Council Elections	(114)	(40)	154	-	-
Housing Needs Survey	(83)	(20)	-	-	(103)
Local Development Framework	(255)	-	153	-	(102)
Performance Reward Grant	(46)	-	46	-	-
Organisation Restructure Costs	(27)	-	-	-	(27)
Borough Investment Account	(4,594)	-	44	4,550	-
Business Rates Retention	(2,751)	-	65	-	(2,686)
City Deal Reserve	(1,711)	(340)	208	-	(1,843)
Capital Funding Reserve	(3,073)	(716)	-	1,897	(1,892)
Repairs and Maintenance Fund	(500)	-	-	-	(500)
Transformation Fund	(500)	-	-	200	(300)
Apprenticeship Reserve	(267)	-	3	-	(264)
Other Earmarked Reserves	(864)	-	196	67	(601)
Total	(14,839)	(1,116)	869	6,714	(8,372)
General Reserve	(4,680)	(515)	-	-	(5,195)
Total General Fund Reserves	(19,519)	(1,631)	869	6,714	(13,567)

Capital Programme

32. Appendix A lists all the capital schemes within the programme and the detail regarding budgets, spending and forecasts. The 'Allocations' column in the appendix shows where budgets have been moved between lines, mainly to allocate funding from a generic lines to a specific project. The 'Approval' column in the appendix shows where new budgets have been approved, for example via a waiver or a Cabinet report. The 'Green Links Capital Programme 2019/20' report, which was approved by Cabinet in June, accounts for the majority of these figures.
33. There are several schemes where the forecast is below budget and we expect slippage to next financial year. The overall forecast is £9.398m against a budget of £14.975m.
34. The schemes that had a forecasted underspend in the previous budget monitoring report to September Cabinet are:
- Other Parks and Open Spaces – Penwortham Holme Pavilion, Withy Grove Park and Withy Grove Toilets
 - Sports Pitch Hub
 - Affordable Housing unallocated
 - Masterplanning & Regeneration unallocated
 - Private Sector Home Improvement Grants
35. The other areas where there are forecasted variances are as follows:
- Green Links – The main two areas of underspend are on the Leyland Loop and Shruggs Wood. Although work is scheduled for Leyland Loop, the forecast is only £100,000 for this year. There were extensive works planned for Shruggs Wood in conjunction with the new leisure facility project but these have been postponed while the options regarding the facility are explored.
 - Worden Hall – Various repairs works have been put on hold pending the decision on the future of the building. In addition, the replacement oil tank has been quoted at a much lower figure than was originally expected.
 - Worden Park – Work on the overflow car park is scheduled to begin in February but is likely to run into April, meaning some of the costs will slip to next year.
 - Hurst Grange Coach House – Phase 1 will be completed this year but Phase 2 is unlikely to start until next year. Phase 2 is entirely dependent on lottery funding, which will be over £500,000. The bid is being submitted in November but the outcome will not be known until March. The Capital budget allocation represents the council's funding toward the project.
 - Leisure Facility – The scheme is on hold while options for how to progress are investigated. The additional costs in 19/20 on top of what has already been incurred should be relatively low because they would involve further planning and design rather than actual construction.
 - Lostock Hall Football Facility – Work is expected to start in February, and run into April. Therefore some of the costs will be incurred in 20/21.
 - Playgrounds – The playground at Worden Park is expected to be completed this financial year. Work on the other two playgrounds at Seven Stars and Leadale Green is expected to run into April, meaning some of the costs will slip to next year.

- Affordable Housing at Station Road, Bamber Bridge – The project has been delayed because the original contractor, Methodist Action, went bankrupt.
- New Longton Regeneration – The landscaping work can be delivered in 19/20 but some of the other work that needs to be delivered by LCC is unlikely to be carried out this year.
- St Mary's, Penwortham, churchyard wall repairs – design work undertaken but delays in obtaining burial records. Scheme requires specialised archaeological support and good weather to undertake the repair work and therefore has been rescheduled into 2020/21.
- Vehicle Replacement Programme – The programme includes procurement of 6 waste collection vehicles, for over £1m. Due to the procurement timescales and delivery waiting times, these vehicles will not be available until around May 2020. Going forward, approval for the procurement of vehicles will be sought much earlier – in January, for the scheduled purchases in 2020/21 – to allow sufficient time for the procurement and delivery processes so that the costs occur in the intended year.

36. Other issues to be aware of are:

- IT Unallocated Funding – There is a balance of £116,000 still to be allocated to specific projects. A schedule is being finalised which will ensure that the allocation is fully used.
- Corporate Buildings – A schedule has been prepared to allocate the remaining budgets on the lines labelled 'Civic Centre' and 'Other' to specific pieces of work on the Civic Centre itself. Approvals for these projects will be sought once the full details are confirmed.
- Investment Property – This line relates to the 'Borough Investment Reserve' which is £4,550,000 set aside should any suitable properties for investment be identified. No suitable schemes have been identified to date.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

37. Not applicable

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

38. Not applicable

FINANCIAL IMPLICATIONS

39. The financial implications are contained within the report.

LEGAL IMPLICATIONS

40. The report is primarily for information purposes. Overall it presents a positive picture. There are no concerns or issues to raise from a legal perspective.

AIR QUALITY IMPLICATIONS

41. There are no air quality implications that are specific to this report.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

42. There are no specific implications regarding this report. The main considerations are vacant posts, in particular within shared services senior management.

ICT / TECHNOLOGY IMPLICATIONS

43. The revenue budget for IT has a forecasted underspend due to vacancies, as detailed in the Staffing Costs section above. The capital programme includes a total budget of £200,000 for

IT projects. To date, £84,000 has been allocated to four schemes, leaving a balance of £116,000. There are also two other IT related schemes that have been funded from alternative sources.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

44. The main consideration relating to property and assets is the 'Investment Property' line in the capital programme reflects the intended use of the 'Borough Investment Reserve', which has a balance of £4,550,000.

RISK MANAGEMENT

45. Where applicable, particular risks are mentioned in the previous sections of this report. The main overarching risk is that the assumptions made in compiling a forecast outturn are unreliable or inaccurate. Forecasts have been made using the best information available and drawing on the knowledge and expertise of officers within service areas and the finance team itself.

EQUALITY AND DIVERSITY IMPACT

46. This report is not considered to have any adverse impact on equality.

RELEVANT DIRECTOR'S RECOMMENDATIONS

47. None

COMMENTS OF THE STATUTORY FINANCE OFFICER

48. No further comments.

COMMENTS OF THE MONITORING OFFICER

49. Clearly it is important that a council should report openly and transparently with regard to the monitoring of the budget. Residents need to know how the council is performing. From a legal perspective there are no concerns to report.

BACKGROUND DOCUMENTS

Budget Report and Medium Term Financial Strategy – February 2019.

APPENDICES

Appendix A – Capital Programme 2019-20

Leadership Team Member's Name: Jane Blundell
Job Title: Interim s151 Officer

Report Authors:	Telephone:	Date:
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Capital Programme 2019-20 Quarter 2 Monitoring

Note: All figures are in £'000

Appendix A

Scheme Name	Original Budget	Approved b/f from 2018/19	Allocations	Approvals	Revised Budget	Spend + Orders	Forecast	Forecast Over / (Under) vs Budget	Of which is Rephasing (to) / from 2020/21	Of which is an overall Over / (Under)
Health, Leisure & Wellbeing										
Green Infrastructure										
Green Infrastructure unallocated	375	74	(308)	-	141	-	-	(141)	(141)	-
Green Link - Bamber Bridge LC to Tennis Centre	-	-	8	-	8	5	8	-	-	-
Green Link - Central Parks Network	-	-	110	-	110	49	110	-	-	-
Green Link - Penwortham to Bamber Bridge	-	-	60	-	60	22	60	-	-	-
Green Link - Ribble Links	-	-	30	-	30	1	30	-	-	-
Green Link - Shruggs Wood	200	(32)	-	-	168	12	50	(118)	(118)	-
Green Link - Worden Park car park to play area	-	-	-	40	40	-	-	(40)	(40)	-
Carwood Road Cross-Borough Link Road	-	-	-	150	150	-	150	-	-	-
Leyland Loop	-	-	100	-	100	-	100	-	-	-
Worden Park										
Craft Units - Infrastructure upgrade	11	4	-	-	15	12	12	(3)	-	(3)
Craft Units Windows and Security Grills	-	-	-	40	40	-	-	(40)	(40)	-
Farmyard Cottages Windows and Bathrooms	-	-	-	75	75	-	50	(25)	-	(25)
Gardener's Cottage Windows	-	-	-	15	15	-	15	-	-	-
Worden Hall - Repairs and externals	150	-	-	-	150	12	30	(120)	(120)	-
Worden Hall - Oil Tank	-	-	-	50	50	-	25	(25)	-	(25)
Worden Hall - Original Hall wall repairs	-	-	-	30	30	-	30	-	-	-
Formal Gardens conservatory heating	-	-	-	30	30	33	33	3	-	3
North Lodge	-	-	-	30	30	-	30	-	-	-
Overflow Car Park	-	-	-	120	120	-	80	(40)	(40)	-
Replacement conservatory / greenhouse	-	9	-	-	9	9	9	-	-	-
Toilet facilities improvements	10	-	19	-	29	29	26	(3)	(3)	-
Shaw Brook weirs and banking	-	-	-	40	40	-	-	(40)	(40)	-

Scheme Name	Original Budget	Approved b/f from 2018/19	Allocations	Approvals	Revised Budget	Spend + Orders	Forecast	Forecast Over / (Under) vs Budget	Of which is Rephasing (to) / from 2020/21	Of which is an overall Over / (Under)
Other Parks and Open Spaces										
Existing Built Assets Unallocated	142	-	(19)	(123)	-	-	-	-	-	-
Hurst Grange Park	8	-	-	-	8	-	-	(8)	-	(8)
Hurst Grange Coach House Phase 1	-	-	-	30	30	29	43	13	-	13
Hurst Grange Coach House Phase 2	-	-	-	120	120	-	-	(120)	(120)	-
Open Spaces 2016/17 to 2019/20	-	31	-	-	31	30	30	(0)	-	(0)
Open Spaces - Bent Lane	-	-	-	75	75	7	75	-	-	-
Open Spaces - Balcarres Green	-	-	-	25	25	1	25	-	-	-
Tarn Wood, Penwortham	-	-	-	50	50	-	25	(25)	-	(25)
A tree for every resident	-	-	-	40	40	-	40	-	-	-
Penwortham Holme Pavilion	120	-	-	-	120	-	-	(120)	(120)	-
Withy Grove Park	35	(4)	-	-	31	-	-	(31)	(31)	-
Withy Grove Toilets	20	-	-	-	20	-	-	(20)	(20)	-
Sports and Leisure										
Leisure Facility	1,400	5	-	-	1,405	1,657	477	(928)	(928)	-
Lostock Hall Football Facility	148	-	-	-	148	1	26	(122)	(122)	-
Sport Pitch Hub	1,000	-	-	-	1,000	8	50	(950)	(950)	-
Playground - Worden Park	170	-	-	5	175	1	175	-	-	-
Playground - Seven Stars	-	-	-	175	175	2	130	(45)	(45)	-
Playground - Leadale Green	-	-	-	175	175	3	130	(45)	(45)	-
Playground edging Worden and Farington parks	-	-	-	105	105	73	105	-	-	-

Scheme Name	Original Budget	Approved b/f from 2018/19	Allocations	Approvals	Revised Budget	Spend + Orders	Forecast	Forecast Over / (Under) vs Budget	Of which is Rephasing (to) / from 2020/21	Of which is an overall Over / (Under)
Place										
Land Acquisition Croston Road	-	-	-	77	77	-	77	-	-	-
Affordable Housing unallocated	300	-	-	-	300	-	-	(300)	(300)	-
Affordable Housing at Station Road, Bamber Bridge	573	4	-	-	577	15	200	(377)	(377)	-
Church Road, Bamber Bridge	-	-	-	40	40	-	40	-	-	-
Disabled Facilities Grants	723	136	-	-	859	528	859	-	-	-
Leyland Train Station Ticket Office	-	-	-	60	60	-	20	(40)	-	(40)
Masterplanning & Regen unallocated	500	-	(1)	-	499	-	25	(474)	(474)	-
Masterplanning & Regen - Leyland	-	16	1	-	18	18	18	-	-	-
New Longton Regeneration	75	-	-	-	75	-	40	(35)	(35)	-
Empty Homes grants	-	-	-	39	39	-	39	-	-	-
Private Sector home improvement grants	240	-	-	-	240	8	75	(165)	(165)	-
St Mary's, Penwortham - Churchyard wall repairs	105	-	-	-	105	-	-	(105)	(105)	-

Scheme Name	Original Budget	Approved b/f from 2018/19	Allocations	Approvals	Revised Budget	Spend + Orders	Forecast	Forecast Over / (Under) vs Budget	Of which is Rephasing (to) / from 2020/21	Of which is an overall Over / (Under)
Excellence & Financial Sustainability										
Information Technology Programme										
IT Unallocated Funding	200	-	(84)	-	116	-	116	-	-	-
Civic Centre audio visual equipment	-	-	80	-	80	80	80	-	-	-
Moss Side Depot Networking	-	-	3	-	3	3	3	-	-	-
Telephony and Switchboard	-	-	-	67	67	72	67	-	-	-
Icon Upgrade	-	-	20	-	20	20	20	-	-	-
Capita Software Upgrade	-	-	27	-	27	27	27	-	-	-
InPhase upgrade	-	-	33	-	33	-	33	-	-	-
Other non-ICT projects										
Vehicles and Plant replacement programme	1,450	236	-	-	1,686	524	524	(1,161)	(1,161)	-
Corporate Buildings - Civic Centre	200	-	(150)	-	50	-	50	-	-	-
Civic Centre Toilets	-	-	70	-	70	-	70	-	-	-
Corporate Buildings - Depot	20	(4)	-	-	16	49	20	4	-	4
Corporate Buildings - Other	184	10	-	-	194	17	191	(3)	-	(3)
Investment Property	4,550	-	-	-	4,550	-	4,550	-	-	-
Grand Total	12,909	486	-	1,580	14,975	3,354	9,324	(5,651)	(5,541)	(111)

REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Procurement of Fuel Contract	Cabinet Member (Environment)	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. This report requests that Cabinet approve the use of Yorkshire Purchasing Organisation Framework for tender of the contract for fuel oil procurement and that authority is delegated to the Director of Neighbourhoods and Development in conjunction with the portfolio holder for The Environment to award the successful bid.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet approve the use of the Yorkshire Purchasing Organisation (YPO) framework to tender the contract for the supply of fuel oil to enable continued operation of the Council's fleet of vehicles and those of our waste partner FCC Environmental.
3. That Cabinet provide delegated authority to the Director of Neighbourhoods & Development in consultation with the Portfolio Holder for The Environment to award the contract for the supply of fuel oil obtained through a framework agreement.

REASONS FOR THE DECISION

4. To enable the Council to procure fuel for the operation of its vehicles and plant and those of its waste partner FCC Environmental in an efficient and effective manner offering the best value for money.

CORPORATE OUTCOMES

5. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	X
Health, Wellbeing and Safety	X
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

6. The Council purchases diesel fuel and gas oil for the operation of its fleet of vehicles, plant and equipment; in addition fuel is also supplied to our waste partner FCC Environmental to facilitate their contracts with both South Ribble Borough Council and Chorley Borough Council.
7. There are a number of benefits from the Council operating its own fuel tanks at Moss Side Depot - these include operating efficiencies compared to using local filling stations, and reduced downtime. Access to our own fuel tanks also means that the Council is better equipped to deal with any potential fuel supply issues. Currently the supply maintained is sufficient to allow 10 – 12 working days supply, it is intended to double this in the near future.
8. Fuel is supplied to FCC Environmental at cost plus an administration charge of up to 6%, this realises an income of approximately £23,000 per annum.

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

9. The Yorkshire Purchasing Organisation (YPO) is one of the key providers of framework agreements for local authority fuel procurement. A purchasing organisation framework is a professionally procured public sector agreement which complies with EU Public Procurement Directives and the Council's Standing Orders and Contract Procedure Rules. This opens up a further mini competition within suppliers included in the framework.
10. In April 2016 Cabinet approved the use of the YPO Framework for the purchase of fuel, the agreement is due to expire at the end of November 2019 and is currently being retendered with a contract start date of the 22nd November 2019.
11. The indicative annual volume is predicted to be 530,000 litres of fuel per annum, which is split between the two fuel types as follows:

Diesel	500,000
Gas Oil	30,000

The initial contract period is for 2 years direct award with an option to extend for a further 2 years on a further competition basis year on year.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

12. No consultation has been carried out with regard to the contents of this report.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. Previously the Council has conducted a mini competition through the Chest procurement system, this can prove labour intensive and the price realised are not as competitive as those realised via the Yorkshire Purchasing Organisation due to combined volumes purchased.

FINANCIAL IMPLICATIONS

14. The current budget forecast for fuel in 2019 / 20 is £511,000 split as shown below. The costs of the new fuel contract are expected to be contained within this provision.

Diesel	£492,000
Gas Oil	£ 19,000

The costs of fuel usage for the waste contract is recharged to our waste contractor (FCC Environmental), this arrangement is replicated for the fuel used to facilitate the Chorley Waste Contract by FCC Environmental. This income budget is £420,000, split equally across the two contracts plus an admin charge of £23,100 to cover the cost of administering fuel from Moss Side Depot. Therefore any variation in diesel costs will be matched by a corresponding variation in the income from FCC Environmental and therefore the net income on the Council's budget is neutral.

LEGAL IMPLICATIONS

15. The use of framework agreements is expressly permitted by the Council's Contract Procurement Rules. The use of the Yorkshire Purchasing Organisation (YPO) Framework Agreement is fully compliant with EU requirements and covers all procurement arrangements

The Council will be bound by the terms and conditions of any contractual documentation entered into with the supplier of the fuel.

AIR QUALITY IMPLICATIONS

16. The Council will move to cleaner fuels as and when they become available.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

17. None

ICT/TECHNOLOGY IMPLICATIONS

18. None

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

19. None

RISK MANAGEMENT

20. The Council needs a supply of fuel to operate its vehicles, plant and equipment. This framework will ensure a continuous and reliable supply chain.

EQUALITY AND DIVERSITY IMPACT

21. None

RELEVANT DIRECTORS RECOMMENDATIONS

22. That Cabinet approve the use of the Yorkshire Purchasing Organisation (YPO) framework to tender the contract for the supply of fuel oil to enable continued operation of the Council's fleet of vehicles and those of our waste partner FCC Environmental.

23. That Cabinet provide delegated authority to the Director of Neighbourhoods & Development in consultation with the Portfolio Holder for The Environment to award the contract for the supply of fuel oil obtained through a framework agreement.

COMMENTS OF THE STATUTORY FINANCE OFFICER

24. The use of a Purchasing Organisation Framework for this tender ensures that the council ensures value for money through a competitive process. There are no budgetary implications.

COMMENTS OF THE MONITORING OFFICER

25. As is stated elsewhere the use of Framework agreements is permitted by our Contract Procedure Rules. It is a common practice for all councils. It is a relatively straightforward way to ensure that we get good value for money. Clearly moving forward we will need to see what we can do to make greater use of "cleaner" fuels.

There are no background papers to this report

There are no appendices to this report

LT Member's Name: Jennifer Mullin
Job Title Director of Neighbourhoods & Development

Report Author:	Telephone:	Date:
Andrew Richardson Assistant Director of Neighbourhoods	01772 625674	14 th October 2019



REPORT TO	ON
CABINET	13 November 2019

TITLE	PORTFOLIO	REPORT OF
Preston and South Ribble Flood Defence Scheme	Cabinet Member for Environment	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To provide information to Cabinet on the Preston and South Ribble Flood Management Scheme.

PORTFOLIO RECOMMENDATIONS

2. Cabinet are asked to note the Preston and South Ribble Flood Management Scheme proposals and to provide on-going support, feedback and suggestions that can help shape/inform the ongoing process.
3. Cabinet agrees to work with the Environment Agency to deliver improvements as part of the Green Links programme along the River Ribble and Darwen which will include a range of works to pathways, woodlands and open spaces.

REASONS FOR THE DECISION

4. The Council is focused on ensuring South Ribble remains a great place to live and work by protecting green and open spaces and safeguarding our environment. The protection of our residents and businesses against flooding is essential especially for residents living near the River Ribble and River Darwen. The Council want our residents to feel that where they live is a place where they can be happy, healthy and safe.

CORPORATE OUTCOMES

5. The report relates to the following corporate outcomes::

Excellence, Investment and Financial Sustainability	
-----------------------------------------------------	--

Health, Wellbeing and Safety	x
Place, Homes and Environment	x

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

1. The Environment Agency (EA), Lancashire County Council, South Ribble Borough Council, Preston City Council and partners are working together to develop the Preston and South Ribble flood risk management scheme. This scheme will provide flood risk mitigation for communities from Penwortham up towards the M6 and Higher Walton.
2. There is a long history of flooding in Preston and South Ribble and a large area which remains at risk of flooding from either the sea, River Ribble and Darwen or a combination of both. There are records of flooding to these communities in 1966, 1977, 1997, 2000, 2002, 2007 and 2015, but limited information on the number of properties affected, particularly pre-2015.
3. We know that 191 homes and businesses flooded in Preston and South Ribble on Boxing Day 2015 and this was estimated to be a 1 in 40 year event and it was a near miss for other properties and businesses as the event only just missed high tides. There is the potential for what happened to communities in Carlisle or Lancaster to happen in Preston and South Ribble and as a collective we want to ensure we provide flood mitigation as soon possible to prevent this.
4. The existing Preston and South Ribble flood defences were built between the 1960s and the 1980s. These defences are now reaching the end of their design life and are required to be either repaired, raised or replaced. Additionally some locations will require new flood defences.
5. The overall area benefitting from the scheme would be around 9km² in five named locations. Appendix A shows the proposed locations. Once the scheme has been complete, flood risk to around 2000 residential and 600 commercial properties, would be reduced.
6. The flood defences will be improved and constructed in 5 stages. These stages are referred to these in terms of 5 locations:
 - Riversway and Broadgate
 - Lower Penwortham
 - Frenchwood and Fishwick Bottoms
 - Capitol Centre and Walton-le-Dale
 - Higher Walton and Samlesbury
7. Other benefits of the scheme to businesses and the wider community include reduced flood risk and impact due to flooding on key infrastructure. The key infrastructure of concern is the M6 motorway.

Impression of how flooding could affect M6 Junction 31:



8. The scheme will ensure that flood risk associated with surface water and sewer flooding is not increased as part of the proposed scheme. This means existing pockets of surface water flood risk may still remain after construction.

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

9. Initial Ground Investigation works started in March 2019 although actual construction is not expected to start until 2021. Construction is likely to take place in phases and take 3-5 years to complete. Any proposed defences will be built higher than existing and will likely be made up of flood walls, localised use of glass panels and embankments. By default the designs will be sympathetic to the character of local areas and through good design it is hoped to improve the look and feel of the riverside environment. The appearance of the defences has not been agreed.
10. Any future defences will consider climate change and include environmental enhancements such as planting 3,000 additional trees and other environmental mitigation. There will also be a focus on growth, regeneration and natural flood risk management where possible.
11. Climate change predictions are included in all of the modelling work, and the new guidance is currently being used to guide the scheme design. The scheme will be built to last into the future in line with climate change projections and the EA will make sure that the design of the defences can be topped up at some future date if needed.
12. The scheme provides multiple opportunities in terms of making existing sites, homes and businesses more resilient to climate change. It also enhances the prospect of land becoming more viable in the future. Possibilities exist to enhance Preston and South Ribble as a result of the scheme.

13. The cost of the scheme will be in the region of £45m. The scheme is part funded by European Regional Development Funding (ERDF) and this bid was supported by Lancashire LEP and Lancashire CC are the Accountable body for this funding. Funding comprises multiple sources with an additional £15.8m booster funding secured in September 2019.
14. The EA have secured all the funding necessary for the scheme from European Region Development Funding and Flood Defence Grant Aid but not for the enhancements which may be required following the series of public engagement events. The scheme costs to date have been based on a simple design which may need to be changed.
15. The Council has been asked to look to fund some of the additional enhancement for the scheme which will include a range of works to pathways, woodlands and open spaces along the River Ribble and Darwen. We are still in the planning stage of designing and costing these proposed environmental enhancements. Funding for the Environmental Enhancements work will be allocated from the Green Links capital programme which will be included in the Council's Budget and Medium-Term Financial Strategy for approval in February 2020.
16. During March 2018, the EA contacted residents in the areas affected to inform them that we are considering making improvements to the local flood protection in these areas. Several drop in sessions were undertaken to inform residents of the scheme including a mock-up of the potential defences. Residents during the consultation do want the flood defences improved in their area but were concerned about the size of the walls. Residents want enhancements which include glass panels, footpaths along the river and environmental improvements.
17. Further engagement sessions are planned for October and November. Officers from South Ribble Borough Council will be attending these sessions to talk about our Green links programme and to find out what environmental enhancements our residents would like.
18. The time table for the project is as follows:



CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

19. During March 2018, the EA contacted residents in the areas affected to inform them that we are considering making improvements to the local flood protection in these

areas. Several drop in sessions were undertaken to inform residents of the scheme including a mock-up of the potential defences.

20. South Ribble Borough Council staff and members attended these sessions with information and display boards about our Green Links Programme. Further engagement sessions have been undertaken in October and will be undertaken in November. These sessions have been well attended by members of the public.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

21. An alternative option would be to do nothing or reduce the scheme. The flood risk modelling has shown that the resident and businesses in that area are at significant risk of flooding and that the current flood defences are coming to the end of their design life and are required to be either repaired, raised or replaced.

FINANCIAL IMPLICATIONS

22. The proposed scheme is likely to cost in the region of £45m. The project partners have secured all the funding necessary for the scheme from European Region Development funding and flood defence grant aid.
23. The scheme costs to date have been based on a simple design which may need to be changed.
24. Enhancements may be required following the series of public engagement events and these there still need to be designed and costed.

LEGAL IMPLICATIONS

25. This report is essentially for noting. At this juncture therefore there are no direct legal implications arising. If at a later date we agree to carry out some improvements along the rivers Ribble and Darwen then careful consideration of legal implications will have to be carried out at that stage.

AIR QUALITY IMPLICATIONS

26. During the construction phase of the works there will be impact on air quality, but the EA will be working closely with the construction company to minimise these impacts. Once the construction is completed the scheme will have a positive impact by the planting of trees and enhancing footpaths and cycleway to encourage people get out of their cars.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

27. None

ICT/TECHNOLOGY IMPLICATIONS

28. None.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

29. Officers are working closely with the EA to understand any implications this project will have on our Council assets such as Penwortham Holme. The scheme has been designed to ensure that flood risk associated with surface water and sewer flooding is not increased as part of the proposed scheme. This means existing pockets of surface water flood risk may still remain after construction which may affect our assets.

RISK MANAGEMENT

30. As discussed in the report funding has been secured and a programme has been agreed that will substantially reduce the flood risk to 2000 residential and 600 commercial properties in South Ribble and Preston, but the key risk to this project is the lack of public engagement. As discussed in the report residents want the scheme but during the first engagement events they were concerned with the look of the scheme. Officers are working with the EA to run further engagement event and to work together on enhancement to the environment of the waterfront.

EQUALITY AND DIVERSITY IMPACT

31. None

RELEVANT DIRECTORS RECOMMENDATIONS

32. Cabinet are asked to note the Preston and South Ribble Flood Management Scheme proposals and will provide on-going support feedback and suggestions that can help shape/inform the ongoing process.
33. Cabinet agrees to work with the Environment Agency to deliver improvements as part of the Green Links programme along the River Ribble and Darwen which will include a range of works to pathways, woodlands and open spaces.

COMMENTS OF THE STATUTORY FINANCE OFFICER

34. Funding for environmental enhancements work will be allocated from the Green Links capital programme. The schemes will be included in the council's budget and medium-term financial strategy for approval in February 2020.

COMMENTS OF THE MONITORING OFFICER

35. Clearly it is right and proper that this council should seek to work with partner organisations to reduce the risk of flooding for its residents. The Local Government Act 1972 and the Localism Act 2011 grant wide ranging statutory powers on which we can rely. However, at this stage there are no direct legal implications arising from the report.

BACKGROUND DOCUMENTS

There are no background papers to this report

APPENDICES (or There are no appendices to this report)

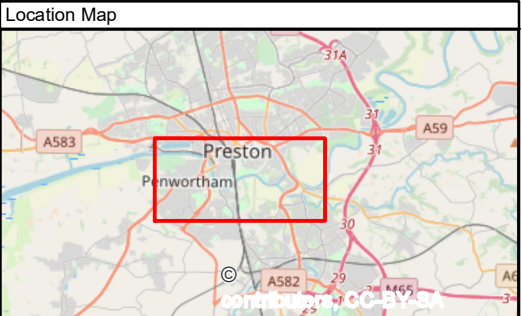
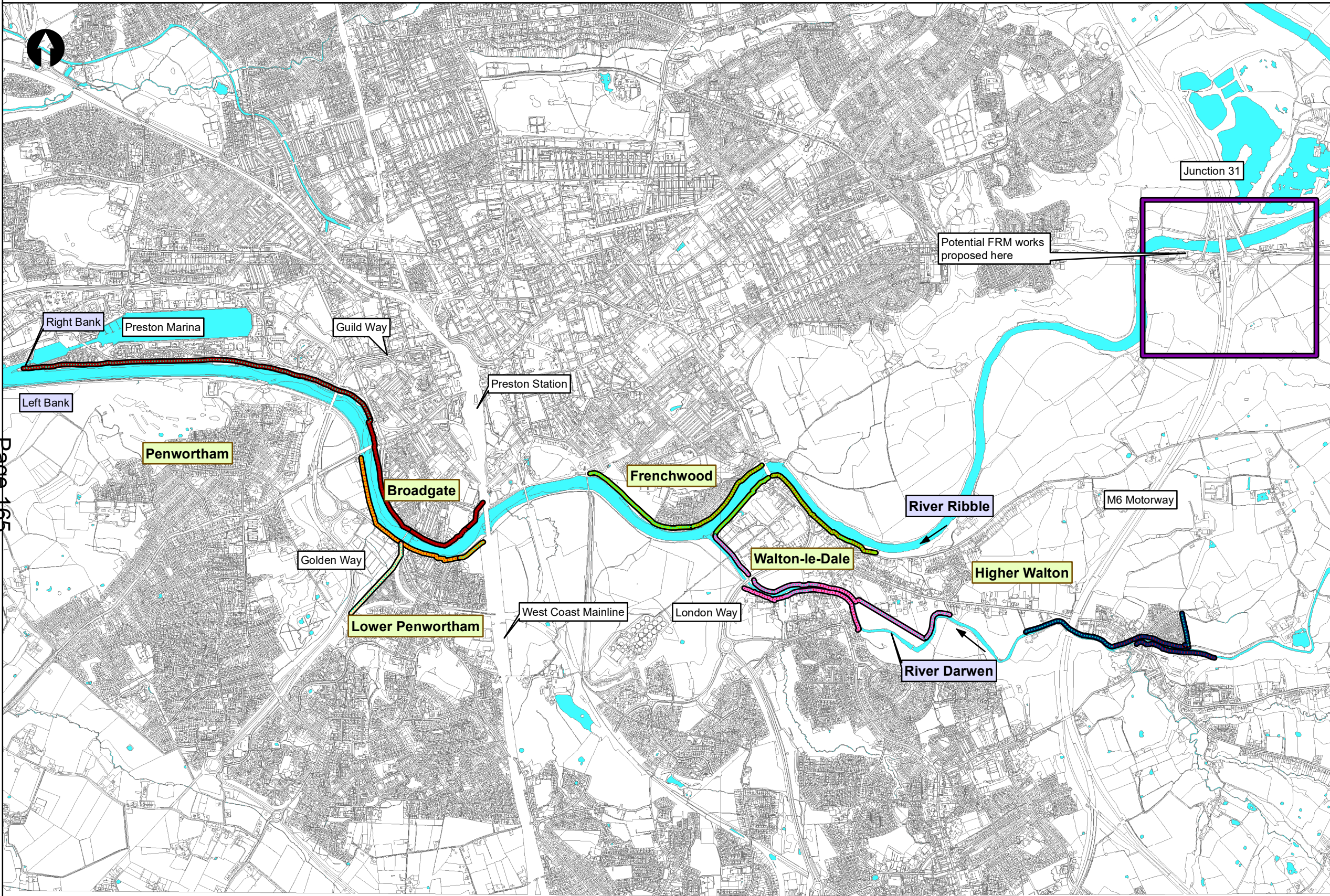
Appendix A Diagram of proposed defences.

LT Member's Name: Jennifer Mullin
Job Title: Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Jennifer Mullin Director of Neighbourhoods and Development	01772 625329	18/10/19

Preston and South Ribble Proposed Flood Defences (Draft)

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Key to Symbols

Type of Proposed Defences

- Embankment
- Wall

Proposed Linear Defences

Phase

- Riversway and Broadgate
- Lower Penwortham (Option A)
- Lower Penwortham (Option B)
- Frenchwood and Fishwick Bottoms
- Capitol Centre and Walton-le-Dale
- Higher Walton and Samlesbury

Potential Flood Risk Management (FRM) Works

- Potential Flood Risk Management (FRM) works

0 0.25 0.5 1 Kilometers

Notes

1. This drawing has been produced for consultation purposes only and shall not be used for construction purposes.

2. Contains public sector information licensed under the Open Government License v3.0.

P6	24/04/19	KC	Updated with comments	AA	NS
P5	26/03/19	SP	Updated labels	AA	AA
P4	26/03/19	KC	Alignment Updated	AA	AA
P3	04/03/19	KC	Updated with comments	AA	AA
P2	21/01/19	SP	Updated with comments	AA	AA
P1	10/01/19	SP	Consultation drawing	AA	AA
Rev	Date	Drawn	Description	Ch'k'd	App'd

M

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Client

Environment Agency

In partnership with:

Lancashire County Council

North West Regional Flood & Coastal Committee

Title

ENV0000009C

Preston & South Ribble FRMS

Proposed Flood Defences (Draft)

Designed	NA	NA	Eng Check	A Ahmad	AA
Drawn	S Parkinson	SP	Coordination	A Ahmad	AA
GIS Check	A Ahmad	AA	Approved	N Soames	NS
Scale at A3	1:25,000	Status	PRE	Rev	P6
				Security	STD

ENV0000009C-MMD-DZ-00-DR-CS-0514002

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REPORT TO	ON
CABINET	13 November 2019



TITLE	PORTFOLIO	REPORT OF
Central Lancashire Memorandum of Understanding on Housing Provision and Distribution	Cabinet Member (Planning, Regeneration and City Deal)	Director of Planning and Property

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

PURPOSE OF THE REPORT

1. The purpose of the report is to provide Cabinet with an update on housing numbers in relation to the Central Lancashire Local Plan and to seek Cabinet approval to agree a Memorandum of Understanding on the approach across Central Lancashire.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet agree to forward to Full Council the Memorandum of Understanding on Housing Provision and Distribution attached at Appendix A for approval.

REASONS FOR THE DECISION

3. It is important that a revised and up to date position on housing requirements for the Central Lancashire area is established. Government challenges authorities to ensure a 5 years supply of deliverable homes and also ensure delivery matches the need. It is felt that the current provision and distribution in the Central Lancashire Core Strategy needs updating to reflect the most up to date circumstances prior to the adoption of a new Local Plan in 2022.

EXECUTIVE SUMMARY

4. Housing numbers are a keystone of the Planning system and will be one of the key issues for the new Central Lancashire Local Plan. The current housing requirement for Central Lancashire dates back to Regional Spatial Strategy of 2008 with evidence for that dating back to 2003. The recent Government Standard Method has provided a new approach and this has been developed further by new evidence. Given that the new Local Plan will not be adopted for at least 2 years it is imperative that a Memorandum of Understanding between the 3 Central Lancashire authorities is agreed to cover the interim period.

CORPORATE OUTCOMES

5. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

6. Housing numbers are a keystone of the Local Plan process. The current housing number for South Ribble was established in the Central Lancashire Core Strategy which was adopted in 2012 and confirmed in a Memorandum of Understanding from September 2017. Since then there have been significant changes in national government policy through changes to the National Planning Policy Framework (NPPF) and Guidance (NPPG). There has also been the introduction of a Government standard method of calculation of housing need. The new Local Plan for Central Lancashire is, however, only at an early stage with Issues and Options being consulted upon from November 2019. The new Local Plan will take at least another 2 years to be adopted therefore it is imperative to establish an interim position on housing numbers across the Central Lancashire area. A short period of consultation with interested parties such as house builders, developers and planning agents was commenced on Friday 1st November 2019. The responses to this will be reported to Full Council on 27th November 2019.

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

7. The current Central Lancashire Core Strategy adopted in 2012 provides for the following distribution of housing across the three partner authorities:

Core Strategy 2012 Housing Requirement

Preston: 507 dwellings pa

South Ribble:	417 dwellings pa
Chorley:	417 dwellings pa
Total:	1,341 dwellings pa

8. It is worth highlighting that the above numbers are based on evidence which underpinned Policy L4 of the former North West Regional Spatial Strategy (RSS) to 2021, adopted in 2008. The plan period commencement for the RSS was 2003, and therefore the housing requirements set out in Policy 4 of the Central Lancashire Core Strategy are applicable from 2003 onwards. Given this it is clear that the housing figures in the current Core Strategy are dated and are now superseded by more recent more policy approaches.
9. The Central Lancashire Strategic Housing Market Assessment (SHMA) was published in August 2017 and identified that the Objectively Assessed Need (OAN) for new homes in Central Lancashire was 1,184 dwellings per annum, from a base date of April 2014, with a distribution as follows:

Central Lancashire SHMA 2017 Housing Requirement

Preston:	225 dwellings pa
South Ribble:	440 dwellings pa
Chorley:	519 dwellings pa
Total:	1,184 dwellings pa

10. Given that the above figures were not radically different to the adopted Core Strategy it was felt that continuing with the Core Strategy figures was the most appropriate way forward. On that basis a Memorandum of Understanding (MoU) was adopted by the 3 Councils in September 2017.
11. Subsequently there have been changes regarding identifying housing need which stem from a revised NPPF issued in February 2019. The basis of this is that the Government introduced a standard method of calculating housing need which would set the "minimum" requirement for new homes.
12. The standard formula uses the latest Office for National Statistics (ONS) household growth projections from 2014, and, applies an affordability adjustment, based on an authority's median workplace-based affordability ratio. Using the standard method would provide for the following:

NPPF Standard Method of Housing Need 2019

Preston:	241 dwellings pa
South Ribble:	206 dwellings pa
Chorley:	579 dwellings pa
Total:	1,026 dwellings pa

13. All three authorities have considered the above standard method approach through the Central Lancashire Joint Advisory Committee. All three authorities are concerned that the standard method does not truly reflect their needs moving forward. For example, in South Ribble's case the long term housing delivery trend is around 347 units per annum

since 2003 therefore the standard method is around 140 units short and is largely influenced by under delivery in recent years.

14. Given the concern over the standard method the Central Lancashire authorities commissioned a study on housing requirements from the consultancy Iceni. A draft study has now been issued and this looks at the overall Central Lancashire picture and a more rational distribution of housing within it. Iceni's starting point is the 1,026 Central Lancashire need and then they look to distribute that figure between the authorities on a more evidential basis. The method of distribution looks at the following factors:

- *Population Distribution:* With Preston accounting for 38% of the Central Lancashire population.
- *Workforce Distribution:* Proportionally, the distribution of workforce replicates that of the population.
- *Jobs Distribution:* Almost half (48%) of jobs are located in Preston, less than a quarter (22%) are located in Chorley.
- *Affordability:* Preston is the most affordable place to live of the three authorities.
- *Constraints:* Chorley has the highest proportion of land covered by significant constraints, such as Green Belt.
- *Urban Capacity:* Taking account of land and site availability across Central Lancashire, there is potentially capacity for over 77,000 homes, with the highest proportions being in Preston and South Ribble.

15. Using the methodology outlined above provides the following distribution.

Iceni Proposed Distribution of Housing Across the Central Lancashire Area

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need (Iceni Analysis)	282	410	334	1,026

16. Officers consider that the Iceni approach to redistribution provides for a more refined and realistic approach to identifying housing requirements in each of the three authorities whilst also ensuring the total provision across the Central Lancashire area is aligned to the standard method.

17. It is also worth highlighting that the adoption of the above approach would wipe out any under-delivery of housing from previous years as this has already been taken account of in the calculation. For South Ribble the under-delivery from 2003 using the current Local Plan figure would equate to 1,110 homes.

18. It is therefore proposed to adopt a Memorandum of Understanding between the three authorities (Appendix A) with a new housing need figure for each authority using the Iceni approach. This would therefore provide a new minimum housing need figure for South Ribble of 334 homes per annum as opposed to the current 417 homes per annum.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

19. The issue has been considered by the Central Lancashire Joint Advisory Committee which met on 28th October 2019.
20. A short period of consultation with interested parties such as house builders, developers and planning agents was commenced on Friday 1st November 2019. The responses to this will be reported to Full Council on 27th November 2019.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

21. The only other alternative option considered was to continue with the current Local Plan figure of 417 homes per annum. This would however put South Ribble at risk against measures on supply and delivery and it is felt does not reflect the housing needs arising in the Borough.

FINANCIAL IMPLICATIONS

22. Work on the Central Lancashire Local Plan is catered for within existing budgets.

LEGAL IMPLICATIONS

23. Arguments over housing requirement and housing supply can be quite common in planning appeals. By adopting this Memorandum of Understanding that will help to bring some clarity and certitude to these issues. That hopefully should strengthen our hand when it comes to contesting planning appeals. Ultimately it will be for full Council to approve this document.

AIR QUALITY IMPLICATIONS

24. There are no air quality implications to this report.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

25. None.

ICT/TECHNOLOGY IMPLICATIONS

26. None.

PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

27. None.

RISK MANAGEMENT

28. The key risks to the authority are continuing without establishing an up to date position on housing numbers. The supply and delivery of new homes is a key government measure and if South Ribble is not meeting those targets then Government policy is in favour of developers in planning appeal situations. This could lead to developments happening in locations where South Ribble does not want housing.

EQUALITY AND DIVERSITY IMPACT

29. The provision of housing is a key requirement of the Local Plan process. Housing provision is aimed at all in society. The Local Plan itself will go through a full detailed combined impact assessment which will assess equality and diversity in more detail.

RELEVANT DIRECTORS RECOMMENDATIONS

30. Housing requirements are a keystone to the Local Plan process and an important measure for both supply and delivery. It is critical that the housing requirement used is the right figure for South Ribble and that we meet that figure. Failure to meet the figures adopted can lead to sanctions from Central Government. The proposed approach in the Memorandum of Understanding provides for a fairer and evidence based approach between the three authorities. For South Ribble the proposed figure of 334 reflects the long term housing delivery trends for the Borough. Given that the adoption of a new Local Plan will be around 2 years away it is important that we establish a revised figure for the interim period.

COMMENTS OF THE STATUTORY FINANCE OFFICER

31. There are no direct budgetary implications of this proposal, however establishing a more realistic and deliverable target will provide a basis for forecasting future income streams which derive from housing growth in the borough.

COMMENTS OF THE MONITORING OFFICER

32. There are a number of very good reasons why we should adopt this Memorandum of Understanding – please see the Legal Implications above.

BACKGROUND DOCUMENTS

None.

APPENDICES

Appendix A – Draft Central Lancashire Memorandum of Understanding on Housing Provision

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Jonathan Noad Director of Planning and Property	01772 625206	22 nd October 2019

Central Lancashire Local Plan

DRAFT Memorandum of Understanding and Statement of Co-Operation:

Relating to the Provision and Distribution of
Housing Land

December 2019



Joint Memorandum of Understanding & Statement of Co-operation Relating to the Provision and Distribution of Housing Land

December 2019

Parties to the Memorandum

Preston City Council

South Ribble Borough Council

Chorley Council

Signed on behalf of Preston City Council

Chris Hayward (Director of Development)

Date:

Signed on behalf of South Ribble Borough Council

Jonathan Noad (Director of Planning and Property)

Date:

Signed on behalf of Chorley Council

Chris Sinnott ()

Date:

1. Background

- 1.1 Central Lancashire is defined as the area covered by the following three Local Planning Authorities ('the Council's'):
- Preston City Council
 - South Ribble Borough Council
 - Chorley Council.
- 1.2 The Council's, together with Lancashire County Council (which provides strategic planning functions in relation to highways, minerals and waste), have a history of joint working which reflects the compact nature of this part of Lancashire, focussed on the urban core. Joint working is formally constituted in a Joint Advisory Committee of the Councils, which was established in 2008.
- 1.3 Overall, the Councils cover an area of some 458km² (177 square miles) with a combined population of 367,518. Importantly, in this context, the area functions as one integrated local economy and travel to work area and is a single Housing Market Area. Containment levels approach 80% for travel to work and exceed 80% for housing moves when long distance moves are excluded.
- 1.4 Journey times by rail from Preston to Leyland are 6 minutes and to Chorley 14 minutes. Rail journey times between Chorley and Leyland are 8 minutes. Both Chorley and Leyland are within 20 minutes journey time by road from Preston and 15 minutes between the two.

2. The Current Development Plan

- 2.1 The history and depth of joint working by the Councils is reflected in the current development plan. The principal spatial plan is the Central Lancashire Core Strategy, adopted by the Councils in July 2012. The plan covers the administrative areas of all three Councils.
- 2.2 Beneath that plan are three individual Local Plans (or Site Allocation Plans), all adopted in July 2015, as well as Area Action Plans and Neighbourhood Plans (all listed in **Appendix 1**).
- 2.3 Central Lancashire Core Strategy Policies 1 and 4 are of particular relevance to the provision of housing land. Policy 1 sets out the overall spatial pattern of development, being concerned with locating growth across Central Lancashire. Policy 4 contains the housing requirements for each of the Councils:

Preston:	507 dwellings pa
South Ribble:	417 dwellings pa
Chorley:	417 dwellings pa
Total:	1,341 dwellings pa

- 2.4 The Council's consider that maintaining the use of the housing requirements set out in Policy 4, which is now out of date, until such a time as the review of the Local Plan is complete, is not appropriate and has been superseded by the standard housing methodology, as explained below.

3. The 2017 Memorandum of Understanding

- 3.1 In September 2017, following the completion of the Central Lancashire Strategic Housing Market Assessment (undertaken by consultants on behalf of the three Councils), a Memorandum of Understanding (MOU) was entered into in relation to the distribution of housing prior to the adoption of new Local Plan.

- 3.2 The Central Lancashire Strategic Housing Market Assessment (SHMA) was published in August 2017 and identified that the Objectively Assessed Need (OAN) for new homes in Central Lancashire as 1,184 dwellings per annum, from a base date of April 2014, distributed as follows:

Preston:	225 dwellings pa
South Ribble:	440 dwellings pa
Chorley:	519 dwellings pa
Total:	1,184 dwellings pa

- 3.3 The above figures represent the OAN for each Council taking account of economic growth forecasts at that time. The SHMA also produced a slightly lower Central Lancashire OAN figure based only on demographic growth, albeit with a different distribution across the three Councils.
- 3.4 Given the Central Lancashire yearly OAN overall was not found to be radically dissimilar to the housing requirements of Policy 4 (albeit with the exclusion of any historic under or over delivery), the 2017 MOU agreed to a continuation of the use of the Policy 4 housing requirement and distribution. This decision was based on the need to continue to prioritise a pattern of development which supported the growth of strategic sites and locations, namely Cottam and North West Preston.
- 3.5 Furthermore, at the time, it was considered that a continuation of the application of Policy 4 would help to address net out-migration from Preston to other parts of the Housing Market Area.
- 3.6 In November 2017 the MOU process was subject to assessment on appeal in relation to a development at Pear Tree Lane, Euxton, Chorley (Appeal Ref: APP/D2320/W/17/3173275). Although national policy has moved on substantively since this time (covered in Section 4 of this document), the fundamental principles of this decision remain pertinent.
- 3.7 In this case the Inspector deliberated the legitimacy of the MOU in apportioning dwellings from one part of the Central Lancashire Housing Market Area (HMA) to another, given this would be outwith the development plan process. In conclusion

the Inspector cited the '*proven track record of joint working across the HMA*' (Paragraph 27) and concluded an apportionment of OAN to elsewhere in the HMA, in accordance with the principles of the MOU, would be acceptable (Paragraph 32 and 33).

4. Changes to the National Planning Policy Context

- 4.1 The changes to the National Planning Policy Framework (the Framework) since the 2017 MOU have been significant.
- 4.2 In February 2019, the Ministry of Housing, Communities & Local Government (MHCLG) published the revised Framework. From the date of its publication, the revised Framework, and the policies and guidance contained therein, are material considerations to be taken into account in determining planning applications and guide the content of new Local Plans.
- 4.3 Paragraph 60 of the revised Framework states that in order to determine the minimum number of homes needed, policies should be informed by a local housing need assessment conducted using the standard method in national planning guidance. This approach ought to be used, unless exceptional circumstances justify an alternative approach. Paragraph 60 also states that any needs which cannot be met in neighbouring authorities should also be taken into account.
- 4.4 National Planning Practice Guidance (PPG) prescribes the standard method formula, which calculates the minimum number of homes which must be planned for. The formula establishes a baseline, by taking the latest Office for National Statistics (ONS) household growth projections, and, applying an affordability adjustment, based on an authority's median workplace-based affordability ratio (PPG Para 2a-004-20190220).
- 4.5 Until such a time as Government produces revised PPG, Local Planning Authorities (LPAs) must use the 2014 based ONS household projections in calculating the minimum number of homes which need to be planned for (PPG Para 2a-005-20190220).
- 4.6 PPG provides scenarios whereby planning for higher levels of housing need in a particular authority may be appropriate. Paragraph 2a-010-20190220 of PPG states that in circumstances where actual housing need may exceed an authority's standard method calculation, entering into a statement of common ground with neighbouring authorities to agree to take unmet need would be an appropriate course of action to take.
- 4.7 PPG states that in circumstances where local housing needs assessments cover more than one area, for example where LPAs are working jointly on strategic plans, the housing need for the defined area should at least be equal to the sum of the minimum number of homes needed in each LPA. Furthermore, PPG advises that it is a matter for the relevant LPAs to determine the distribution of the total minimum number of homes needed across the plan area (PPG Para 2a-013-20190220).

4.8 Paragraph 73 of the Framework states that:

'Local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old.'

4.9 Footnote 37 to Paragraph 73 of the Framework states that:

'Unless these strategic policies have been reviewed and found not to require updating. Where a local housing need is used as the basis for assessing whether a five year supply of specific deliverable sites exist, it should be calculated using the standard method set out in national planning guidance.'

4.10 The above approach is clarified further in PPG (PPG Para 68-005-20190722).

5. Standard Method & Central Lancashire

5.1 Whilst the Central Lancashire Core Strategy was adopted in July 2012 (hence is now over seven years old), the Councils have collectively continued to use the housing requirements contained within Policy 4 in order to ensure the OAN across Central Lancashire continued to be met, as established in the SHMA.

5.2 The approach set out in paragraph 5.1 was agreed in the 2017 MOU. This revised MOU is necessitated as a result of the significant shift in national policy since 2017.

5.3 Adopting the standard method formula to Central Lancashire, the following shows a breakdown of the minimum number of homes (in accordance with the formula at the time of adoption) which need to be planned for currently:

Preston:	241 dwellings pa (23%)
South Ribble:	206 dwellings pa (20%)
Chorley:	579 dwellings pa (57%)
Total:	1,026 dwellings pa (100%)

5.4 The standard method formula would therefore suggest that the minimum number of homes which need to be delivered in Central Lancashire is currently 1,026 every year. A figure, in overall terms, which is similar to the 1,184 OAN figure from the 2017 SHMA.

5.5 The current standard method formula is predicated on ONS based household projections, which are published every two years, the resultant minimum number of homes needed is a fluctuating amount.

5.6 The next ONS household projections are scheduled for publication in Summer 2020. These will have a base date of April 2018.

6. Distribution of Housing Provision in Central Lancashire

- 6.1 In order to embrace the requirements of national policy, the Councils have embarked on a review of the development plan. The aspiration of the Council's is to have a new Central Lancashire Local Plan in place by the end of 2022. The first formal consultation, an 'Issues and Options' document, will be subject to public consultation from November 2019.
- 6.2 In order to inform the new Central Lancashire Local Plan the Councils have, over the last two years, commissioned a significant amount of evidence to underpin the policies and proposal which will form part of the new plan. A key part of the evidence base is an update to the 2017 SHMA, in order to account for changes to national policy in the intervening period.
- 6.3 In April 2019, the Council's commissioned consultants Iceni to advise on the implications of the standard method on the housing need, provision and distribution in Central Lancashire. This evidence was required in order to inform the preparation of new planning policy, but also to inform a new interim arrangement, as outlined in this MOU.
- 6.4 The Central Lancashire Housing Study (the Study) produced by Iceni has been completed and is available to view [here](#).
- 6.5 In accordance with the Framework and PPG, the Study concludes that the relevant minimum number of homes needed in Central Lancashire every year is currently 1,026. This revised MOU therefore redistributes the minimum local housing need figures generated by the standard method.
- 6.6 Section 4 of the Study specifically deals with the matter of housing distribution in Central Lancashire. Paragraphs 4.1 to 4.43, along with the associated tables and figures (Page 13 to 20), assess various factors influencing the most appropriate distribution of housing need, namely:
- *Population Distribution*: With Preston accounting for 38% of the Central Lancashire population.
 - *Workforce Distribution*: Proportionally, the distribution of workforce replicates that of the population.
 - *Jobs Distribution*: Almost half (48%) of jobs are located in Preston, less than a quarter (22%) are located in Chorley.
 - *Affordability*: Preston is the most affordable place to live of the three authorities.
 - *Constraints*: Chorley has the highest proportion of land covered by significant constraints, such as Green Belt.
 - *Urban Capacity*: Taking account of land and site availability across Central Lancashire, there is potentially capacity for over 77,000 homes, with the highest proportions being in Preston and South Ribble.
- 6.7 The Study demonstrates that applying the standard method figure to each individual authority, as calculated, would be significantly at odds with the distribution of people, jobs and services. However, further than that, applying the

standard method figure to each individual authority, as calculated, would serve to undermine the key principles underpinning the Preston, South Ribble and Lancashire City Deal (the City Deal). The City Deal, agreed in 2013, is a growth deal with Government, securing investment in infrastructure to support housing an economic growth.

- 6.8 To date, the City Deal has unlocked the development potential of land in Preston and South Ribble and will continue to support significant housing growth in both authority areas. A distribution of housing in Central Lancashire which is more reflective of City Deal aspirations is therefore a key outcome of this revised MOU.
- 6.9 With regards housing distribution, the findings of the above analysis are presented in tabular form within the Study as follows:

Table 1: Recommended Housing Distribution

Variable	CBC	PCC	SRBC
Jobs Distribution	22%	48%	30%
Population Distribution	32%	38%	34%
Affordability Distribution	36%	28%	36%
Workforce Distribution	32%	38%	30%
Nominal Urban Capacity	18%	42%	40%
Existing Spatial Strategy	30%	40%	30%
Land not Subject to National Constraints	20%	86%	33%
Recommended Distribution (%)	27.5%	40%	32.5%

- 6.10 The Study therefore makes robust recommendations on the distribution of housing need, and concludes, at paragraphs 4.44 to 4.53 (Page 23 to 25), that an evidence-based distribution of housing need would recommend that 40% of need is met in Preston, 32.5% in South Ribble and 27.5% in Chorley, as shown in **Table 1** (above).
- 6.11 Reflective of the above analysis, the overall purpose and effect, in planning terms, of this revised MOU is clear. The Central Lancashire authorities have aggregated the minimum annual local housing need figure calculated using the standard method and redistributed this to reflect the most sustainable pattern of development in the sub-region, as well as to align with City Deal growth aspirations in Preston and South Ribble specifically.

7. Current Requirements

- 7.1 The implications of applying the recommended distribution to the local housing need within Central Lancashire (at April 2019) is set out in **Table 2**, alongside the original distribution as calculated through the application of the standard methodology.

Table 2: Implications of Recommended Distribution

	CBC	PCC	SRBC	Total
Local Housing Need (Standard Method)	579	241	206	1,026
% of Local Housing Need (Standard Method)	57%	23%	20%	100%
Recommended Distribution (%)	27.5%	40%	32.5%	100%
Local Housing Need (Iceni Analysis)	282	410	334	1,026

- 7.2 The actual minimum local housing need figures shown in Table 2 (above) provide a snapshot for the current monitoring year (2019/20). Given the standard method formula relies on ONS household growth projections, the actual figures are subject to change on an annual basis.
- 7.3 In taking the decision through this MOU to adopt the minimum number of homes (albeit redistributed in accordance with the evidence), PPG is clear that past under delivery of new homes should not be taken into account, as the relevant affordability adjustment specifically addresses that point (PPG Para 2a-011-20190220).

8. Agreement

- 8.1 Preston City Council, South Ribble Borough Council and Chorley Council hereby agree:

(a) to adopt the use of the standard method formula to calculate the minimum number of homes needed in Central Lancashire (1,026 pa as at April 2019), in accordance with national policy, in replacement of the out-of-date housing requirements set out in Policy 4 of the Central Lancashire Core Strategy.

(b) to apply the recommended distribution of homes as follows:

Preston:	40%
South Ribble:	32.5%
Chorley:	27.5%
Total:	100%

(c) to review the recommended distribution of homes set out in (b) no less than every three years or upon the adoption of a new Central Lancashire Local Plan,

whichever is sooner, unless new evidence that renders this document out of date emerges.

(d) to produce a Statement of Common Ground annually to update the actual minimum housing requirements across Central Lancashire, in accordance with the agreed distribution set out in (b) until adoption of a new Central Lancashire Local Plan. At April 2019, these requirements are as follows:

Preston:	410 dwellings pa
South Ribble:	334 dwellings pa
Chorley:	282 dwellings pa
Total:	1,026 dwellings pa

(e) to co-operate in the performance and monitoring of the MOU generally and to monitor housing completions and each Council's respective five-year housing land supply position against the requirements set out in (d) (or subsequent Statements of Common Ground) with immediate effect.

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

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