

SCRUTINY COMMITTEE

THURSDAY, 12TH APRIL, 2018, 6.00 PM

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

AGENDA

1 Apologies for Absence

2 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.

3 Minutes of the Last Meeting

(Pages 3 - 8)

Held on Thursday, 8 March 2018, to be signed as a correct record.

4 Matters Arising from Previous Meetings

(Pages 9 - 12)

Report attached.

5 Worden Hall - progress update

Verbal update provided by the Director of Planning and Property.

6 Scrutiny Matters

6a Verbal update on Lancashire County Council's Health Scrutiny Committee

6b Member feedback on meeting(s) and training attended on behalf of the committee

6c Scrutiny Committee Forward Plan

6d Cabinet Forward Plan

(Pages 13 - 18)

Forward Plan attached.

7 Exclusion of Press and Public

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

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

8 Strategic Asset Review Study by Cushman and Wakefield

(Pages 19 - 24)

Report of the Director of Planning and Property attached.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Scrutiny Committee Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), Carol Chisholm, Michael Green, David Howarth, Susan Jones, Keith Martin, Barbara Nathan, Michael Titherington, Karen Walton, Ian Watkinson and Linda Woollard

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

Forthcoming Meetings

6.00 pm Thursday, 31 May 2018 - Cross Room, Civic Centre, West Paddock, Leyland, PR25 1DH

MINUTES OF SCRUTINY COMMITTEE

MEETING DATE Thursday, 8 March 2018

MEMBERS PRESENT: Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), Carol Chisholm, Michael Green, David Howarth, Susan Jones, Barbara Nathan, Karen Walton, Ian Watkinson and Linda Woollard

CABINET MEMBERS:

OFFICERS: Darren Cranshaw (Scrutiny & Performance Manager) and Dave Lee (Democratic Services Officer)

OTHER MEMBERS: Councillor Colin Clark (Deputy Leader of the Council and Cabinet Member for Corporate Support and Assets), Councillor Jacqueline Mort (Cabinet Member for Public Health, Safety and Wellbeing), Councillor Susan Snape (Cabinet Member for Finance), Andy Glover (Interim Licensing Manager), Peter Haywood (Revenues Manager), Heather McManus (Chief Executive), Jennifer Mullin (Public Health Manager) and Jonathan Noad (Chief Planning Officer)

PUBLIC: 0

43 Apologies for Absence

Apologies for absence were received from Councillors Keith Martin and Mick Titherington.

44 Declarations of Interest

Councillor Barbara Nathan declared a personal interest in Minute No. 47 (Licensing Implementation Plan) as she was a member of the General Licensing Committee, but was able under the Code of Conduct for Elected Members, to remain in the meeting and take part in the discussion and voting thereon.

45 Minutes of the Last Meeting

RESOLVED (Unanimously):

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

(The Committee noted that due to the short time since the last meeting, the matters arising update would be provided to the next meeting on 12 April 2018.

The Chair indicated that he was pleased that the Cushman & Wakefield report together with a report as to how that has been used would be submitted as an exempt confidential item at the next meeting.

The Chair referred to the comments of the Committee at the last meeting on the Council's third quarter's performance monitoring report and although he acknowledged the Cabinet's prerogative he was disappointed with the responses.)

46 Safer Chorley & South Ribble Community Safety Partnership

The Committee considered the report of the Public Health Manager which provided an update on the progress of the partnership and also progress against the key actions.

The report set out the details of the overall position, areas of significant progress/achievement and areas for further action/monitoring.

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

- **Role with the Partnership** – the Council currently chairs the Partnership and we could influence the police on how they work and use funding by Police Crime and Commissioners (PCC) for projects (some of these include the disruption of criminal gangs, domestic violence groups, counter terrorism groups etc).
- **Partnership's governance structure** – the Responsible Authority Group (RAG) would appoint a Chair on an annual basis in April. This would feed into an officers' group which produces action plans.
- **Rationale for the Partnership** – joined up skills/resources together to deliver community projects in both Chorley/South Ribble.
- **Partnership meetings** – The RAG would take place twice a year and special meetings would be arranged if there were any special circumstances arising. Community Safety meetings would take place every month to discuss various issues.
- **Partnership's engagement with the community** – police presence and listening to what people had to say. Surveys would be carried out on which areas of concern people would like to focus on. The Council also carried out a residents' survey on whether people feel 'safe in their area'.
- **Measuring success** – the priorities were set at the conference and this year it would focus on online crime because this was an upcoming issue. The actions were frequently reviewed at meetings which also considered what funding/impact this funding had. The officers' group would continue to monitor what had been set out by partners in the action plan. The partners would be very much disjointed if the partnership did not exist.
- **Responsibilities (Crime & Disorder Act 1988)** – the main objective was to keep people safe
- **National challenges being mirrored** – the main challenges were the reduction of police officers and to mitigate this the Partnership try to work more efficiently and smarter.
- **Increases in all burglary/theft** – a lot of hard work goes into the detection of burglaries. Resources were used during night time hours to eradicate this issue some operations deployed include covert operations. This work was

very much ongoing and significant results were achieved. Burglaries were split into two categories (residential and commercial businesses).

- **MARAC Conferences** – this was where actions (needs/support) were assessed and put in place to enable the victim to feel safe/protected and ensure there was no reoffending from the perpetrator.
- **‘Target hardening’** – this was where robust targeting takes place were an individual released from prison of domestic violence were continuously being monitored by a team of officers to help keep the victim safe.
- **Tackling child sexual exploitation** – the Partnership would work closely with schools and funding had been obtained from the Office of the PCC for project work in raising awareness and helping young people understand what texting may lead to. Snap chatting/texting was a major issue (“known as the dark dark web”) in the detection/prevention of these crimes. Some diversionary activities and measures had also been carried out with a youth group in Leyland.
- **Crime reduction** – Multi Agency Teams were similar to Domestic Violence Teams where a reported crime would be discussed by partners on how to tackle those individual issues with the resources and concerns in those particular areas.
- **Police and Crime Commissioner funding** – the £10k was for projects for South Ribble. As a community we did get some other forms of funding for other areas of work.
- **Community Safety Action Plan (timescale)** - the action plan would be delivered to the RAG at the end of April on an annual basis.
- **Additional research (South Ribble)** – to raise the Partnership’s profile and promote positive messages on the good work undertaken by partners.

RESOLVED (Unanimously):

That:

1. the Partnership’s future reports to Scrutiny Committee include more measurable outcomes and measures of success.
2. further consideration be given to the Partnership engaging more effectively with young people and youth groups.
3. a more proactive and structured approach to child sexual exploitation be developed by the Partnership.
4. the Partnership explores potential external funding sources to help deliver its objectives.
5. the Committee welcomes the Partnership’s commitment to raise its profile and promote positive messages.
6. future reports include resident confidence/safety perception data, including trends and comparisons.

47 Licensing Implementation Plan

The Committee considered the report of the Revenues Manager which provided an explanation of the origins of the Implementation Plan; its development over the past

year; and a year-end assessment of progress since the inception of the Plan in March 2017.

The Committee was pleased to note that steady incremental progress had been made in implementing the Implementation Plan over the past 12 months. Collectively, officers and members had worked hard to arrive at the point where the overwhelming majority of actions could now be identified as complete (76%) with a further 15% in progress. The 3 items still to be commenced were all resource-intensive and their implementation would require a full-time manager to be in post. Given resource constraints, this was a commendable effort which had led to the introduction of more robust administrative procedures and a safer environment for local residents.

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

- **Implementation Plan** – the Licensing Service at the time was processing applications on a daily basis but there was very little undertaken in terms of proactive enforcement. Some elements of improvement included the update of the Convictions/Licensing Policies and formal engagement with the taxi trade.
- **Lessons learnt** – there was a new robust assertive Convictions Policy which allowed the Council to take into account soft intelligence; the new Licensing Policy enabled the General Licensing Committee to require new applicants to undergo safeguarding training before they were issued with a licence; increased support for vulnerable people using taxis; and the governance process being streamlined to allow separate hearing panels to take place to consider cases and to bring the process in line with best practice.
- **What next after implementation** – this was the start of the journey. The Licensing Service could not afford to stay still as it was always evolving. A new full Licensing Manager would be in place shortly and plans were in place for the licensing function to be relocated to Legal Services. Some of the major issues to be addressed in 2018/19 included mandatory cctv in taxis; implementing a wide range of reviews into the Gambling Policy; and implementing an operator's accreditation scheme.
- **Will there be another peer challenge** – there are no plans for this at present however there was a proposal that the Licensing Service should be included on the internal audit plan for 2018/19. There were no National Accreditation for Licensing Service.
- **Resource constraints** – the Council was currently in the process of the recruitment of the new licensing manager. Three full time equivalent would be sufficient to move the service forward and to build on the good work.
- **Leading the team** – there were only three actions outstanding on the Plan at present and it was envisaged that once the full time Licensing Manager was recruited these actions would be progressed very quickly.

RESOLVED (Unanimously):

That:

1. the Council assesses the future resource requirements of the service.

2. the Committee expresses concern about the potential vacant Licensing Manager post and delay in recruiting to this important post.
3. consideration be given to us lobbying the Local Government Association (LGA) and Licensing Associations how we measure success to develop a National Standard and Quality Accreditations.

48 Worden Hall Update

The Planning Manager and the South Ribble Partnership Manager addressed and responded to the Committee's enquiries relating to an update on the investment into Worden and proposals to bring Worden Hall back into use.

The Planning Manager provided a brief update on the Artizan Market and an outline of the timescale for tenders for consultancy work in respect of the use of Worden Hall and market.

RESOLVED (Unanimously):

That:

1. the progress be noted.
2. Looks forward to a timeline at the next scheduled meeting of the Committee on 12 April 2018 on the following:
 - Artizan Market (firm plans)
 - Tender Documents set out

49 Scrutiny Matters

49a Review of the Business & Conference Centre (Formerly the Banqueting Suite)

Further to minute no. 42(a) (8 February 2018), the Committee received a report from the Review of the Business & Conference Centre (Formerly the Banqueting Suite) Task Group.

RESOLVED (Unanimously):

That the Committee endorses the task group's findings/recommendations.

49 b Verbal update on Lancashire County Council's Health Scrutiny Committee

The Chair had been unable to attend the recent meeting. The minutes had been circulated to members of the Committee for information.

49c Member feedback on meeting(s) and training attended on behalf of the committee

The next North West Strategic Scrutiny Network meeting would take place on Monday, 12 March 2018.

49 d Scrutiny Committee Forward Plan

The following were identified as items of interest for the Committee in future meetings –

- Mental Health
- Prostate Cancer
- Reducing Single Use Plastics (SUP) – subject to the decision of the Motion on this matter of Full Council on Wednesday, 21 March 2018

49e Cabinet Forward Plan

The Committee noted the Cabinet’s Forward Plan.

Chair

Date

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

Date of Meeting & Min. No.	Title and Recommendation	Portfolio Holder/ Responsible Officer	Accepted Yes/No	Implemented Yes/No	Explanation/Progress
27/11/17 Min No. 28	Corporate Performance Report at the end of Quarter 2 (30 September 2017) (c) the report by Cushman and Wakefield be provided to the Committee with an explanation of how it influenced the Council's current thinking on assets and investment;	Cllr Clark / J Noad	-	-	A report on this topic has been included as Item 8 on tonight's agenda.
08/02/18 Min No. 39	Draft Corporate Plan 2018-23 2. asks that consideration be given to how and who would measure the Council's Vision nationally; 3. suggests that Parish and Town Councils be identified as a partner/consultee in the Corporate Plan; 7. be provided with the Cushman and Wakefield report along with an explanation of how it was used by the Council; 8. requests a greater use of plain English in future reports to Scrutiny; 9. asks for a timetable for the review of the	Cllr Mullineaux / J Platt Cllr Mullineaux / J Platt Cllr Clark / J Noad Cllr Mullineaux / J Platt	Yes - - Yes	No - - Yes	As explained at the meeting, the definition of best place to live is set out in the plan together with the desired outcomes associated with that definition. Whilst specific targets haven't been set, South Ribble is aiming to be above national average against a suite of key performance indicators (KPIs) currently being developed to supplement those already identified in the plan. Cabinet agreed to consider how these could be reflected in the document presented to Council. Please see the comment above, 27/11/2017, Min No.27. Changes have been made to the 'resources' column in the 2018-19 delivery plan to make this section easier to understand.

**South Ribble Borough Council
Scrutiny Committee**

Matters Arising from Previous Meetings / Recommendation Tracking

	leisure contract;	Cllr P Smith / J Noad	Yes	No	Officers have started work on looking at the leisure contract but this is at very early stages. A timetable for the work will be provided when available.
	10. requests that further thought be given in the Corporate Plan to the child and fuel poverty programme; and	Cllr Mullineaux/ J Platt	-	-	Cabinet agreed to consider how these could be reflected in the document presented to Council.
	11. requests that one Cabinet portfolio lead take responsibility for a programme/project.	Cllr Mullineaux/ J Platt	-	-	Cabinet agreed to consider how these could be reflected in the document presented to Council.
08/02/18 Min No. 40	Third Quarter's Performance Report	Cllr Mullineaux/ J Platt			
	(a) in respect of complaints received it would be helpful if these were categorised and indicate how lessons have been learned;	Cllr Clark / P Haywood	No	No	Further information on complaints and how they are being managed will be provided to the Committee by the Chief Executive as this is a management rather than a Cabinet issue.
	(b) the Committee strongly requests that it is kept informed with clear timelines on the delivery of the master plans for Leyland, Lostock Hall and Penwortham; and	Cllr P Smith / J Noad	No	No	It is a Cabinet function to monitor progress against its Corporate Plan Projects. Information will be shared with Scrutiny at the relevant time.
	(c) future reports on shared service performance provide more explanation on the performance figures, including differences between those for Chorley and South Ribble councils.	Cllr Clark / G Barclay	No	No	The performance figures, or comparison to Chorley, is a matter for the Shared Services Committee. In bringing forward performance of the South Ribble service, Cabinet requested that only the performance of South Ribble should be considered in future performance reports to Cabinet.
08/03/18	Safer Chorley & South Ribble Community				

**South Ribble Borough Council
Scrutiny Committee**

Matters Arising from Previous Meetings / Recommendation Tracking

<p>Min No. 46</p>	<p>Safety Partnership</p> <ol style="list-style-type: none"> 1. the Partnership's future reports to Scrutiny Committee include more measurable outcomes and measures of success. 2. further consideration be given to the Partnership engaging more effectively with young people and youth groups. 3. a more proactive and structured approach to child sexual exploitation be developed by the Partnership. 4. the Partnership explores potential external funding sources to help deliver its objectives. 6. future reports include resident confidence/safety perception data, including trends and comparisons. 	<p>Cllr Mort / J Mullin</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>		<p>Where the partnership has quantitative information this will be shared with the committee.</p> <p>Further consideration will be given to the Partnership engaging more effectively with young people via liaison with the Child and Family Wellbeing Support Service.</p> <p>This is undertaken on a pan Lancashire footprint lead by the Police and Crime Commissioner. The partnership does not lead on CSE, but will support, share and promote the work of the commissioner.</p> <p>The partnership will explore any funding opportunities open to the group.</p> <p>Consideration will be given to increase the collection of face to face and on-line data including trends and comparisons.</p>
<p>08/03/18 Min No. 47</p>	<p>Licensing Implementation Plan</p> <ol style="list-style-type: none"> 1. the Council assesses the future resource requirements of the service. 2. the Committee expresses concern about the potential vacant Licensing Manager post and delay in recruiting to this important post. 3. consideration be given to us lobbying the Local Government Association (LGA) and Licensing Associations how we measure success to develop a National Standard and Quality Accreditations. 	<p>Cllr Mort / T Boustead</p> <p>Cllr Mort / T Boustead</p> <p>Cllr Mort / T Boustead</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>The service requirement has been assessed and the Council has appointed a full time Head of Licensing.</p> <p>This has been addressed to provide continuity between the Licensing Manager and the Head of Licensing.</p> <p>The Council will initially request this is a topic of discussion at a meeting of the Lancashire Licensing Officers Group.</p>

**South Ribble Borough Council
Scrutiny Committee**

Matters Arising from Previous Meetings / Recommendation Tracking

<p>08/03/18 Min No. 48</p>	<p>Worden Hall Update</p> <p>2. Looks forward to a timeline at the next scheduled meeting of the Committee on 12 April 2018 on the following:</p> <ul style="list-style-type: none"> • Artizan Market (firm plans) • Tender Documents set out 	<p>Cllr Clark / J Noad</p>	<p>Yes</p>	<p>Yes</p>	<p>A verbal update will be provided under this item at the meeting.</p>
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South Ribble Council – Cabinet Forward Plan

For the Four Month Period: 1 May 2018 - 31 August 2018

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

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

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

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

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

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

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

Executive Leader	Councillor Peter Mullineaux
Deputy Executive Leader and Cabinet Member (Corporate Support and Assets)	Councillor Colin Clark
Cabinet Member (Finance)	Councillor Susan Snape
Cabinet Member (Neighbourhoods and Streetscene)	Councillor Graham Walton
Cabinet Member (Public Health, Safety and Wellbeing)	Councillor Jacqui Mort
Cabinet Member (Regeneration and Leisure)	Councillor Phil Smith
Cabinet Member (Strategic Planning and Housing)	Councillor Cliff Hughes

Whilst the majority of the Cabinet decisions listed in this Forward Plan will be open to the public to attend, there may be some decisions to be considered that contain confidential, commercially or personal information. The Forward Plan is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that some of the decisions listed in the Forward Plan will be held in private because the report will contain exempt information under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:

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

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 625307 or email democraticservices@southribble.gov.uk.

**Heather McManus,
Chief Executive**

Last updated: 04 April 2018

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
March 2018							
Meeting on 11 April 2018							
South Ribble Apprenticeship Factory	Cabinet	Councillor Peter Mullineaux		11 Apr 2018	No		Report of the Director of Planning and Property
Housing Framework Delivery Plan	Cabinet	Strategic Planning and Housing	Significant effect in 2 or more Council wards.	11 Apr 2018	No		Report of the Director of Planning and Property
My Neighbourhood Approach - 2018/19	Cabinet	Regeneration and Leisure	Significant effect in 2 or more Council wards.	11 Apr 2018	No		Report of the Director of Planning and Property
The Leyland Truck Trail - 2017 Review/Evaluation and consideration of a Leyland Truck Trail 2	Cabinet	Regeneration and Leisure		11 Apr 2018	No		Report of the Director of Planning and Property

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Scrutiny Review of the Business & Conference Centre (formerly the Banqueting Suite)	Cabinet	Corporate Support and Assets		11 Apr 2018	No		Report of the Director of Planning and Property
Conference and Meeting Centre (Banqueting Suite)	Cabinet	Corporate Support and Assets		11 Apr 2018	Financial/Business Information		Report of the Director of Planning and Property
Meeting on 6 June 2018							
Performance Report - Quarter 4	Cabinet	Leader		6 Jun 2018	No		Report of the Specialist Consultant
Use of Civic Centre Accommodation by Third Party Organisation (Part II)	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	6 Jun 2018	Financial/Business Information		Report of the Director of Planning and Property
Land at Bamber Bridge	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	6 Jun 2018	Financial/Business Information		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Meeting on 11 July 2018							
Review of Fees and Charges	Cabinet	Finance	Significant effect in 2 or more Council wards.	11 Jul 2018	No		Report of the Acting Deputy 151 Officer

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

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