

CABINET

WEDNESDAY, 24TH JUNE, 2020, 6.00 PM

COMMITTEE TO ACCESS THIS MEETING THROUGH MICROSOFT TEAMS, MEMBERS NOT ON COMMITTEE CAN ACCESS VIA YOUTUBE

AGENDA

IMPORTANT INFORMATION

In response to the current government guidance surrounding the COVID-19 pandemic, this meeting will be held virtually, and webcast live to YouTube and accessible by Microsoft Teams.

Any member not on committee or member of the public, who wishes to make representations should email Democratic Services (democraticservices@southribble.gov.uk) with written representations. These will be read out at the meeting.

Elected members not on committee and members of the public can watch the meeting proceedings by clicking [here](#).

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

Minutes of the last meeting held on Wednesday, 12 February 2020 attached to be signed as a correct record.

4 Suspension of Standing Order 33

(Pages 5 - 12)

Members are asked to approve the suspension of Standing Order 33.

33. Participation by the Public at Meetings of Cabinet, Committees and Sub Committees

33.1 Members of the Public may ask questions and make statements or comments during Cabinet, Scrutiny, and Governance meetings which are relevant to items on the agenda. Special rules apply to Planning Committee (see rule 34)

33.2 Members of the Public will normally only be allowed to speak after elected members have been given the opportunity to do so, but this is at the discretion of the Chairman. Questions, comments or statements which, in the opinion of the Chairman, are inappropriate may be disallowed.

33.3 Individual members of the public will be restricted to speaking for a total of five minutes during the whole meeting.

5 Cabinet Forward Plan

(Pages 13 - 20)

Cabinet Forward Plan attached.

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

6 Annual and Period 2 (Jan - Mar 2020) Performance Monitoring Report 2019/20

(Pages 21 - 48)

Report of the Interim Chief Executive attached.

7 Urgent Decisions Taken Due to COVID-19 Pandemic

Report of the Assistant Director of Scrutiny and Democratic Services attached.

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

8 Implementation of Community Involvement Recommendations

(Pages 49 - 62)

Report of the Director of Neighbourhoods and Development and the Assistant Director of Scrutiny and Democratic Services attached.

9 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 3 and 4 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)

By Virtue of Paragraph 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.

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).

ITEM(S) OF THE DEPUTY LEADER AND CABINET MEMBER FOR HEALTH, WELLBEING AND LEISURE (INTRODUCED BY COUNCILLOR MICK TITHERINGTON)

10 South Ribble Museum Exhibition Centre

(Pages 63 - 68)

Report of the Deputy Chief Executive attached.

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

11 Transfer of Land and Potential Homes at Penwortham Mills Development Site

(Pages 69 - 76)

Report of the Director of Planning and Property attached.

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, 5 August 2020 - Shield Room, Civic Centre, West Paddock,
Leyland, PR25 1DH

MINUTES OF CABINET

MEETING DATE **Wednesday, 12 February 2020**

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), Jennifer Mullin (Director of Neighbourhoods and Development), Jonathan Noad (Director of Planning and Property), Peter McHugh (Assistant Director of Property and Housing), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer) and Nina Neisser (Democratic and Member Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Will Adams, Councillor Jane Bell (Deputy Mayor, Member Champion (Older People) and (Safeguarding)), Councillor Renee Blow, Councillor Damian Bretherton, Councillor Carol Chisholm, Councillor Colin Clark, Councillor Derek Forrest (Member Champion (Armed Forces)), Councillor Mary Green, Councillor Michael Green, Councillor Chris Lomax, Councillor Keith Martin, Councillor Christine Melia, Councillor Jacqueline Mort (Member Champion (Member Development)), Councillor Alan Ogilvie, Councillor Colin Sharples, Councillor Margaret Smith (Leader of the Opposition and Leader of the Conservative Group), Councillor Phil Smith, Councillor Caleb Tomlinson, Councillor Jacky Alty (Member Champion (Social Justice and Equality)) and Councillor Karen Walton

PUBLIC: 5

90 Apologies for Absence

None.

91 Minutes of the Last Meeting

Decision made (Unanimously):

That the minutes of the Cabinet meeting held on 22 January 2020 be approved as a correct record for signing by the Leader of the Council.

92 Declarations of Interest

There were no declarations of any interests.

93 Cabinet Forward Plan

The Leader highlighted several reports that would be received by both Cabinet and Council over the next few months.

Decision made (Unanimously):

That the 12 month Forward Plan – February 2020 to January 2021 be noted.

94 Quarter 3 Performance Monitoring Report

The Leader of the Council, Councillor Paul Foster presented the report of the Interim Chief Executive that provided an update on the first period of performance against the objectives of the Corporate Plan 2019-23. Those present were advised that Quarter 3 and Period 1 of the Performance Monitoring would be aligned in the new municipal year.

The Cabinet were pleased to note that the majority of projects were on track and particular thanks were given to the Cabinet Member for Community Engagement, Social Justice and Wealth Building, Councillor Aniela Bylinski-Gelder and officers for the improvements made to call waiting times in Gateway.

In response to a query from Councillor Alan Ogilvie on the status of the anti-idling campaign, the Cabinet Member for Environment, Councillor Susan Jones reported that the project had fallen behind due to resource issues, however since the appointment of a new member of staff this project was being delivered as a priority. Work would include appealing to motorists in hotspot areas around the borough and a meeting was scheduled with Runshaw College to address the issue at the site.

Members discussed how improvements to traffic light sequencing could also help to improve air quality in the borough. Lancashire County Council had recently quoted £50,000 to fix the sequencing issue at one site in the borough. The Council had responded to LCC in opposition this and a meeting had been scheduled with officers.

Decision made (Unanimously):

That Cabinet notes that the performance summary outlined in the report starts a new reporting period, referred to as period 1. This reflects the deliverables and priorities of the Corporate Plan approved by Council in September 2019.

Reason(s) for the decision:

The Council's performance framework sets out the process for reporting progress against the objectives of the Corporate Plan. The performance framework has been recently updated and the new reporting periods will be reflected in the framework. All reports will continue to be considered by the Council's Leadership Programme Board, Scrutiny Budget and Performance Panel and Cabinet.

Alternative Options Considered and Rejected:

Not applicable

95 Redundancy Policy

The Leader of the Council, Councillor Paul Foster presented a report of the Interim Chief Executive which informed members of the revised Redundancy Policy for consideration.

Redundancy payment is based upon a specific number of weeks' pay, in accordance with the age of an employee and length of service. It is calculated in line with the statutory calculation. The council's redundancy policy was last reviewed in 2014, at this time the number of weeks payable increased by a multiple of 2.2. This was incrementally removed over two years and the policy now only pays redundancy compensation for both Compulsory and Voluntary redundancy on the statutory number of weeks entitlement.

It was now being proposed to reintroduce the multiplier of 2.2 for compulsory redundancies and give the Head of Paid Service delegated authority, for those seeking voluntary redundancy, to enhance the compensation payment up to equivalent of 2.2.

In response to a question from Councillor Colin Clark regarding financial support and control of financial contributions, it was confirmed that financial impacts would be considered if/when it got to the point of redundancy. The Leader of the Council confirmed that statutory officers were in place to support this and the cabinet were confident with the proposals.

Decision made (Unanimously):

That Cabinet approves the inclusion of the revised redundancy policy in the Pay Policy to be approved by Council.

Reason(s) for the decision:

The changes to the redundancy policy will support the wellbeing of employees faced with a redundancy situation.

Alternative Options Considered and Rejected:

No alternatives have been considered.

96 Pay Policy 2020/21

The Leader of the Council, Councillor Paul Foster presented the report of the Interim Chief Executive which informed the Cabinet of the Annual Pay Policy Statement so that it can be agreed and published to allow the Council to comply with legislative requirements.

The Pay Policy sets out the current approach to the remuneration of all posts within the Council and specifies certain mandatory requirements that must be detailed within the policy.

The Cabinet commended the policy under the council's commitment as a Real Living Wage employer, in particular, the changes for apprentices. The changes will ensure that with effect from 1 April 2020, an apprentice will receive the National Minimum Wage for the upper age band of 25 and over, regardless of the age of the apprentice (currently £8.72 per hour). Subject to satisfactory performance in the workplace and

satisfactory progress on qualification, the apprentice will move onto the Living Wage hourly rate for the second year of the apprenticeship.

Councillor Aniela Bylinski-Gelder, Cabinet Member for Community Engagement, Social Justice and Wealth Building asked for confirmation on whether leisure centre staff and refuse collectors/loaders were included within this policy. The Leader of the Council confirmed that Leisure Centre and FCC Environment staff would be considered in Phase 2.

Decision made (Unanimously):

That Cabinet approves the Pay Policy Statement 2020/21 to be approved by Council.

Reason(s) for the decision:

The Localism Act 2011 requires all local authorities to set out their position on a range of issues relating to the remuneration of its employees. The Policy must be approved by the Council in open forum, by the end of March each year and then be published on its website.

Alternative Options Considered and Rejected:

N/A - The Pay Policy must be agreed and published annually.

97 Budget Monitoring 2019/20 – Quarter 3

The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson, presented a report of the Interim Section 151 Officer which provided members with an update on the Council's overall financial position as at the end of December 2019, which is quarter 3 of the financial year 2019-20. The report also provided a forecast of the projected outturn to 31 March 2020 compared to the current approved budget.

The recommendation to create a Credit Union Reserve to ensure the most vulnerable residents have access to credit was highlighted. A proposed cost of £150,000 would be required to set up the Reserve for three years.

In response to Councillor Damian Bretherton's queries about the set-up costs and income generated after the initial three years, the Cabinet Member clarified that the council would be working with an existing Credit Union to establish a base at South Ribble. This was a not for profit scheme to meet a recognised need within the borough and would be funded through forecast budget underspend before becoming self-financing after the initial three years.

Decision made (Unanimously):

1. That Cabinet notes, reviews and comments on the contents of this report.
2. That Cabinet approves the creation of a Credit Union Reserve and to earmark £150,000 from the forecast budget underspends to pay into this reserve.

Reason(s) for the decision:

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

Alternative Options Considered and Rejected:

Not applicable

98 2020/21 Budget and Medium-Term Financial Strategy 2020/21 to 2023/24

The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson presented the proposed 2020/21 Revenue Budget for Council and the Medium-Term Financial Strategy for the next four years and sought approval and recommendation to Council on various elements.

The financial plan for the Council aligned with the Corporate Plan which sets out the Council's ambitions and priorities for the residents and businesses in the borough.

Councillor Damian Bretherton raised concerns about the increasing ratio (5% in 2020/21 to 12.4% in 2023/24) which reflects the additional level of borrowing required to finance the Council's planned Capital Programme. The Interim Section 151 Officer advised that the increase represented the funding costs but that no account was taken in the ratios of any income generated from that expenditure. It was anticipated that revenue generated would cover the increase in costs. Assumptions, including interest rate fluctuation, had been considered in the report.

Decision made (Unanimously):

1. That Cabinet recommends to Council the revenue budget for 2020/21 as set out in Appendix A.
2. That Cabinet recommends to Council the 4-year Medium Term Financial Strategy (MTFS) 2020/21 to 2023/24 as set out in Appendix A.
3. That Cabinet recommends to Council a Council Tax increase of 1.99%.
4. That Cabinet recommends to Council the Capital Strategy and its proposed funding as set out in Appendix C.
5. That Council be recommended to approve the Treasury Strategy, Prudential Indicators and the Annual Investment Strategy as attached at Appendix D.
6. That Cabinet note that consultation on the proposed budget commenced after publication of the budget report on 4 February and the results will be analysed and taken into consideration before the budget is taken to Council for approval on 26 February 2020.

Reason(s) for the decision:

It is the role of the Cabinet to provide initial consideration to the budget and associated matters and for them to make appropriate recommendations to Full Council which is the decision-making body.

Alternative Options Considered and Rejected:

1. In preparing the revised forecasts, the potential for a reduction in core funding as a result of the government's planned Fair Funding formula review and possible Business Rates Reset has been considered. However, as it is not possible to assess the implications at this stage with any certainty, the business rates retention forecasts in the MTFS for 2021/22 onwards have been prepared based on the funding regime in the 2020/21 Finance Settlement and the council continuing to benefit from being in the Lancashire business rates pool.
2. When the funding changes are announced, the financial implications and the impact on the council's MTFS forecasts will be assessed and reported. It is possible that any changes introduced may include transitional arrangements to lessen the impact of any reduction in funding and allow local authorities to adjust future spending. The Business Rates Retention reserve has also been maintained to mitigate the impact of any significant movements in forecasts.

99 Worden Hall project Update

The Cabinet Member for Finance, Property and Assets, Councillor Matthew Tomlinson presented the report which updated Cabinet on the capital and revenue costings associated with bringing Worden Hall back into use and provided plans of what the refurbished Hall would look like. These plans would form the basis of an application for planning permission to take the refurbishment project forward.

In response to Councillor Alan Ogilvie's concerns regarding the robustness of the business case, including the future maintenance of the Hall, the Cabinet Member reassured those present that a long-term business plan had been produced. This had been supported in the public consultation and future maintenance had been considered through the asset maintenance plan. A sensitivity analysis had been undertaken and it was agreed this could be circulated with Members.

The Cabinet and Members present extended their thanks to officers for their hard work on this project.

Decision made (Unanimously):

1. That subject to the approval of the capital programme as part of the budget approval process that Cabinet approves the capital and revenue costs contained within Appendix 1 to bring Worden Hall back into use with the aim to generate an annual operational surplus.
2. That Cabinet approves the submission of a planning application for Worden Hall based upon the plans as outlined within Appendix 1.

Reason(s) for the decision:

1. Following an extensive public consultation exercise which resulted in over 500 responses to the 3 investment options for Worden Hall, a report was provided to Cabinet on 16th October 2019 which summarised the feedback received and recommended that further work was required to develop a finalised option for consideration by Cabinet in January 2020.
2. At the Cabinet meeting on 16th October it was recommended that a multi-disciplinary officer working group be established to work through the development of an enhanced Option 1 Community use to incorporate small weddings and events.
3. The officer group has met on 3 occasions and have worked with consultants Purcell and Amion (report authors for the Options Appraisal on which the public consultation was based) to develop the proposals contained within this report.
4. The feedback from the public consultation exercise clearly stated that plans for Worden Hall needed to be economically viable and that the Hall must be able to run without recourse to subsidy from the council. This has been fully taken onboard and built into the business plan for the Hall.
5. At the Cabinet Meeting on 22 January 2020 Cabinet recommended that a further report be brought back to the next meeting in February 2020 providing detailed costings for the capital works to bring Worden Hall back into use.

Alternative Options Considered and Rejected:

1. The Council could choose not to develop 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.

100 Exclusion of Press and Public**Decision made (Unanimously):**

That Cabinet agree that the meeting remain in public session. If any members had any comments on the confidential item (Appendix for Worden Hall Project Update), these could be discussed at the Scrutiny Committee meeting on 13 February 2020.

Chair

Date

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South Ribble Borough Council – Forward Plan

For the Twelve Month Period: 1 June 2020 - 31 May 2021

This document gives 28 days' notice of 'key' and other major decisions which the Cabinet expect to take during the next twelve 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:

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 nneisser@southribble.gov.uk.

Gary Hall
Interim Chief Executive

Last updated: 16 June 2020

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: 24 June 2020 and Council: 15 April 2020							
Leader of the Council							
Annual and Period 2 (Jan - Mar 2020) Performance Monitoring Report 2019/20	Cabinet Council	Councillor Paul Foster Councillor Paul Foster		24 Jun 2020 22 Jul 2020	!NotSet!		Report of the Interim Chief Executive Interim Chief Executive
Urgent Decisions Taken Due to COVID-19 Pandemic	Cabinet	Leader of the Council		24 Jun 2020			Report of the Assistant Director of Scrutiny and Democratic Services
Updated Shared Services Agreement	Council	Leader of the Council		22 Jul 2020	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/ieListDocuments.aspx?Clid=134&MId=1472&Ver=4	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
Standards Annual Report	Council	Leader of the Council		22 Jul 2020	No	None	Report of the Shared Services Lead - Legal & Deputy Monitoring Officer
Combined Authority Update	Council	Councillor Paul Foster		22 Jul 2020	No	None	Report of the Interim Chief Executive
Cabinet Member (Health, Wellbeing and Leisure)							
Proposals for South Ribble Museum and Exhibition Centre	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)		24 Jun 2020			Report of the Andrew Daniels
Coach House Lottery Project To bring forward the proposed Coach House Lottery project as identified in the Council's Capital programme	Council	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	22 Jul 2020	!NotSet!		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
Financial support for SERCO due to Corona Virus crisis To assess what financial support should be given to support SERCO leisure during the Corona virus crisis	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	29 Jul 2020	!NotSet!		Report of the Assistant Director of Projects and Development
South Ribble Playing pitch Hub To bring forward the South Ribble Playing Pitch Hub to be located at Bamber Bridge Leisure Centre	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	29 Jul 2020	!NotSet!		Report of the Director of Neighbourhoods and Development
Cabinet Member (Community Engagement, Social Justice and Wealth Building)							

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
Implementation of Community Involvement Recommendations	Cabinet	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Significant effect in 2 or more Council wards.	24 Jun 2020	No	https://southribble.moderngov.co.uk/documents/s12877/Strategic%20Review%20of%20Community%20Involvement%20including%20My%20Neighbourhoods%20Final%20Report.pdf	Report of the Assistant Director of Scrutiny and Democratic Services, Director of Neighbourhoods and Development
Cabinet Member (Environment)							
Draft Climate Emergency Strategy	Cabinet Council	Cabinet Member (Environment) Cabinet Member (Environment)	Significant effect in 2 or more Council wards.	22 Jul 2020 30 Sep 2020	No	None	Report of the Director of Neighbourhoods and Development Director of Neighbourhoods and Development
Private Hire Vehicle Livery	Council	Councillor Susan Jones JP	Significant effect in 2 or more Council wards.	22 Jul 2020	!NotSet!		Report of the Legal Services Manager

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Cabinet Member (Finance, Property and Assets)							
Stock Condition Survey Review and Reporting of condition of Council owned property assets	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	29 Jul 2020	!NotSet!		Report of the Assistant Director of Projects and Development
Disposal of land at Four Oaks Road, Walton Summit	Cabinet Council	Cabinet Member (Finance, Property and Assets) Cabinet Member (Finance, Property and Assets)		29 Jul 2020 30 Sep 2020	No	None	Report of the Director of Planning and Property Director of Planning and Property
Transfer of Land and Potential Homes at Penwortham Mills Development Site	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	24 Jun 2020			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
Cabinet Member (Planning, Regeneration and City Deal)							
Council Housing Delivery Programme	Cabinet	Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	29 Jul 2020	No	None	Report of the Assistant Director of Property and Housing

Agenda Item 6

REPORT TO	ON
CABINET COUNCIL	Wednesday, 24 June 2020



TITLE	PORTFOLIO	REPORT OF
Quarter 4 (Period 2) Performance Monitoring Report 2019/20	Councillor Paul Foster	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? If Yes , insert details of the relevant exclusion paragraph(s). These are listed in the Constitution Part 4, page 25 (Access to Information Procedure Rules)	No

PURPOSE OF THE REPORT

- To provide a summary of performance against the Corporate Plan during Quarter 4 (Period 2).

PORTFOLIO RECOMMENDATIONS

- The Scrutiny Budget and Performance Panel are asked to consider the report and make comments and recommendations to the Cabinet.
- Cabinet is asked to consider and comment on the report.




REASONS FOR THE DECISION

- The council's performance framework sets out the process for reporting progress against the objectives of the Corporate Plan. All reports will continue to be considered by the Council's Leadership Programme Board, Scrutiny Budget and Performance Panel, Cabinet, with a year-end report presented to full Council.

EXECUTIVE SUMMARY

- Overall performance during Quarter 4 2019/20 has been good with a number of key successes and objectives completed and the majority of projects and activities rated as on track.

Yet To start	Completed	Succeeding	On Track	Off Track
2%	4%	9%	70%	15%

Breakdown by Outcome				
Excellence, Investment & Financial Sustainability	1	-	4	1
Health, Wellbeing and Safety	-	1	10	1
Our People and Communities	1	2	5	-
Place, Homes and Environment	-	1	13	5

6. The report provides a summary of the activities that support each of the outcomes in the Corporate Plan along with a summary of performance and project delivery. If performance is off track, a reason and action plan is provided. A full summary of performance is provided at Appendix 1.
7. All performance measures that are available to be reported are included within Appendix 1. Where they are off track, additional information is provided within this report.
8. Part way through the year, the Corporate Plan was reviewed and refreshed, following an election and new administration. The refresh of the Corporate Plan was completed and approved by Council in September 2019 and from that point, performance has been reported on Periods 1 and 2 (Quarters 3 and 4 based on the previous reporting regime).
9. During quarter four, a resident survey was conducted to gather the views of residents about satisfaction with the council, their local area and community involvement to provide a baseline against which to measure the outcomes of the corporate strategy. A benchmarking exercise was conducted to provide a comparison ahead of the survey being completed. Overall performance is good and in line with expectations. Residents continue to be satisfied with South Ribble as a place to live and report similar with regards our parks and open spaces. The council's priorities around communities and the way we engage will be important going forward as in those areas residents provide less positive responses.

Impact of Covid 19 and approach to recovery

10. The Covid-19 crisis will continue to have a significant operational and financial impact on the council, its partners and the communities it serves. It's now important that the council has a clear plan for how it will recover its services and return to business as usual as quickly as possible. A key focus will be on getting core services back up and running efficiently. However, there are some aspects of the response effort that will need to remain in place for an extended period of time, such as the community hub and enhanced support for local businesses.
11. Our plans will need to assess and align the resources required to get the council back on track, while taking account of new responsibilities and priorities as a result of the impact of Covid-19 on residents and communities. In response to this the Corporate Plan will be reviewed so that activities and programs are aligned to supporting communities and businesses through the period of recovery, as well as ensuring activities are appropriate to be delivered in an environment of social restrictions and distancing.

CORPORATE OUTCOMES

12. 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

13. The monitoring reports provided each quarter is one of the ways in which the council is able to demonstrate how they have met their objectives as set out in the Corporate Plan, to elected members, communities, key stakeholders and partners.
14. In response to the request made by the Scrutiny Budget and Performance Panel, a further detailed report will be provided around the council's approach to Health and Wellbeing which is called 'Mind the Gap'. This later report will be able to provide further clarification around how the approach is tailored to respond to the impact of Covid 19.
15. The report further provides the basis on which the Cabinet will proceed in the next period and coming year to ensure that resources and realistic plans are in place to support delivery of the Corporate Priorities and objectives.

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

16. SUMMARY OF THE REPORT



Excellence, Investment & Financial Sustainability

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




Activities:

17. The Digital to Improve activity has been an integral part of progressing toward achieving the success objectives. The Digital Strategy is about opening accessibility to our services for both residents and businesses making it easier for people to get in touch with the council. Since April 2019 there has been an increase from 18% to 22% (4%) in the number of online transactions compared to phone and face to face. The Garden Waste scheme for 2020/21 has opened with residents being able to sign up via online form resulting in approximately 5,000 residents using this method. There has been 50% of new subscriptions taking place online.

18. The Digital strategy also takes the council forward with our employees, so that officers can be mobile and are able to do what they need to whilst out and about in the community. The strategy has enabled and supported over 200 members of staff, with the capabilities to work remotely. This has been achieved through procurement of new equipment and expanding remote access capabilities. The strategy has seen Windows 10 rolled out in the organisation, new IT policies adopted, application cloud migration, capability of virtual meetings and has supported Phase 1 of Shared services with Chorley Council.
19. There has been further development of shared services between South Ribble Council and Chorley Council. The shared senior management posts were implemented in December 2019. Plans have been completed for the relocation of staff between the two councils. The Digital Governance Board has been established and shared IT systems access plans have been finalised, with preparations being made for the testing and implementation of access. The consultation review on the terms and conditions has been presented to employees who will be affected by the transfer between the two councils.
20. The Council conducted a postal and on-line residents' satisfaction survey which was operative between February and March 2020. The measures of value for money and satisfaction with the way the council does things were largely as expected and provide a baseline against which to measure future improvement activity. Further information on the survey is included at point 43.

Key projects

21. Of the 6 projects reported this quarter 4 are on track, 1 is complete and 1 is off track: EIFS06 - Review of the Council's Surplus Sites.

Key Project	Status	Project description
EIFS06 -Review of the Council's Surplus Sites		The Strategic asset review shall enable the Council to identify land and buildings which may be under-performing and provide for options to enable the asset to perform more effectively or look to dispose the asset on the open market.
Reason for off track and action to address:		A draft asset review report has been received which officers have been assessing. The target of a Cabinet report for March 2020 was not met. However capacity has been provided to bring the work back on track. As Cabinet Committee meetings resume a finalised report of the findings will be presented to Cabinet in the middle of 2020/21.

Performance measures

22. Of all performance measures that are reported 100% are on track.



Health, Wellbeing and Safety

Residents are happy, healthy and safe, active and independent

1

More people telling us they feel safe at home and out and about

2

Fewer people homeless

3

More businesses and high streets are dementia friendly

4

More people engaged in physical activity

5


Improvements and extensions of multi use pathways across our Green Links

Activities:

23. As part of the Health, Wellbeing and Safety outcome a key activity was to make improvements, developing and promoting new green corridors (Green Links). These Green links would allow residents to become more active, promote bio-diversity, ecology and improve air quality in specific areas. The council set targets to deliver 7 km of new Green links multi use pathways, 6 Major Green Link access points and 17km of signage improvements along pathways. These targets have all been met ahead of the end date target of 31st March 2020.
24. An agreement has been reached with Citizens Advice to locate at the Civic Centre and provide full face to face advice services within the Borough. The provision of face to face services will assist those who need support with debt advice, benefit application support landlord and tenancy issues and a range of other services. This will impact upon a wide number of outcomes, but further support the objectives around homelessness where people are supported with financial and tenancy matters and able to access these services face to face within the Civic Centre.
25. The Holiday Hunger scheme distributes food vouchers and offers reassurance to vulnerable families. The scheme works with teachers and local community groups to operate a food voucher system in a 'Shop' model. Initially, targeting those areas where free school meal eligibility is highest; providing teachers with vouchers to be allocated to families and children that are at risk of hunger. In February 2020, 35 schools (66.7% of all South Ribble schools) there were 1546 vouchers issued to children, and of those vouchers issued 14.7% were redeemed.
26. South Ribble has been recognised as a Dementia Friendly Community for a successive year, continually working towards ensuring people living with Dementia are supported, and that they feel confident to continue to positively contribute to the community. We have achieved this by working with and supporting the South Ribble Dementia Action Alliance (DAA) which sets out an annual programme of activities against the framework of the Alzheimer's Society Dementia Friendly Communities Scheme. The DAA has managed to reach its target and approve 15 members of the South Ribble Dementia Charter Community.
27. As part of the postal and on-line residents' satisfaction survey, we asked what percentage of people feel safe when outside in their local area after dark and during the day. 61% of residents felt safe after dark and 88% felt safe during the day in their local area. The council also asked what percentage of people were satisfied with the leisure and sports facilities in their local area. 53% of people surveyed were satisfied with the provisions of leisure and sports facilities, highlighting opportunities for improvement so that we can continue to ensure that our services enable residents to feel safe healthy, well and safe.


Key projects

28. Of the 12 projects under this priority, ten are on track, one is succeeding, and one is off track: HWS09 – MH:2K.

Key Project	Status	Project description
HWS09 - MH2K		<p>The MH:2K programme published a report in 2018 detailing recommendations which were identified by young people as priority areas for mental health and at risk groups.</p> <p>The project is to support the implementation of recommendations from the report with continued involvement of young people.</p>
Reason for off track and action to address:		<p>Limited progress has been made against the objectives due to limited officer capacity. In addition there has been a delay in the production and output of the LGBTQ video due to unavailability of the videographer.</p> <p>To enable the project to move forward, additional resource has been agreed for the MyNeighbourhoods team where an officer will take the lead on youth engagement. This will enable closer working with young people.</p>

Our Performance measures

29. Of the eight indicators reported this quarter, six are on track, one is reported as a baseline and one is off track: Total number of young people's physical activity courses delivered. A full performance summary is included at Appendix 1.

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
Total number of young people's physical activity courses delivered	2.5% increase	404	295	
Commentary	<p>There have been 166 sessions delivered and completed in February 2020. 129 sessions began at the end February, where 3 weeks of a total 5-week course was delivered.</p> <p>These sessions had to be cancelled before they could be completed due to the covid-19 outbreak and the introduction of the government's lockdown restrictions.</p> <p>Note: The 2.5% increase is to be baselined from July 2020 which follows the academic year. The information provided in this summary just gives the actual numbers of sessions.</p> <p>It should be noted that the number of sessions delivered are predicted to vary slightly during each term, due to schools activity request, facility availability and timetabling demands on staff.</p> <p>The ability to get back on track will be dependent on Covid 19 and how schools reopen and any restrictions that would be placed on how these activities are delivered. The Sports Development team are working proactively with schools to assess the situation, though it is unstable. For example sessions were due to commence with year groups 1 and 6 with 6 schools who were to open this week. However following the latest guidance from Lancashire County Council not all schools will open.</p>			



Our People & Communities

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

1

We have more people getting involved in their communities and with us as a Council as they have the right space and place to make their voice heard.

2

A Time Credits scheme is developed and piloted to encourage people to volunteer or engage who haven't done so before.

3

People pay less to the Council in fees and charges such as the green waste charges and council tax support.

Activities

30. Community involvement is at the heart of the way in which the Council undertakes its business. The development of a youth council is being implemented as part of the cross-party Member strategic review of community involvement, including My Neighbourhoods. The Member Working Group has undertaken research, looked at best practice, engaged with the youth, community services and other partners as part of their review. A key stakeholder group is young people and ensuring they are actively involved in shaping their communities, engaged with the Council and play their part in improving the Borough. The final report from the review was agreed at Cabinet on 22 January 2020, with an implementation plan from the strategic review prepared for Cabinet in March 2020. However, the meeting had to be postponed due to the Covid-19 pandemic. Although this missed March Cabinet, it is now being programmed to go to a future meeting and implementation of the action plan will follow.
31. South Ribble Borough Council sponsored two award categories as part of the South Ribble Partnership's borough wide Community Awards event. The Awards were hosted at the Civic Centre, with St Catherine's Hospice providing the catering and Dave Guest as the special guest host. The awards recognised those individuals, groups and organisations across South Ribble who consistently go above and beyond their call of duty and make a positive difference within communities.
32. The Tempo Time Credits scheme was formally launched at the event which aims to encourage more people to get involved in volunteering to help in their communities, support good causes, and shape the services they use. Within this period the mobilisation has taken place with the appointment of a network manager, workshops held with communities on the design of the Leyland and Penwortham credit notes and training provided to Neighbourhood officers and partners on using the Time Credit Platform. .
33. The Council have approved a revised Council Tax Scheme (CTS) for 2020/21; this approved scheme will remove the charge of £3.50 per week for certain protected groups. The CTS should also remove a financial burden which could help claimants focus better on seeking work and protect the most vulnerable. The revision of the scheme should also reduce the administrative burden in relation to recovery.

Key projects

34. Of the 9 projects under this priority, 1 has been completed, 2 are succeeding, 5 are on track, one is yet to be started: OPC04 - Community Bank/Credit Union.

Key Project	Status	Project description
OPC04 - Community Bank/Credit Union	-	To establish a Credit Union available to all South Ribble residents, supporting individuals in our communities to build up financial resilience.
Reason for off track and action to address:	This action is to be started in June 2020 with its plan to be approved and presented to Cabinet by September 2020.	

Our Performance measures

35. One indicator was due to be reported this quarter and it is on track. A full performance summary is included at Appendix 1.



Place, Homes & Environment

Our green spaces are valued, and development is well managed.

1

We have more green spaces protected as Fields in Trust

2

Masterplans for Leyland, Penwortham and Lostock Hall all completed

3

We deliver affordable homes

4

We deliver the actions of our air quality plan

5





We have planted 110,000 trees


Activities

36. The green areas that have been submitted for protected field status from the Fields in Trust include Kingsfold Drive Playing Field Penwortham, The Holme playing field Bamber Bridge and Tardy Gate playing field Lostock Hall the council is currently waiting for confirmation from Fields in Trust.
37. Leyland masterplan was identified as the first masterplan to complete this year in the Corporate Plan, however due to Covid-19 elements of the public consultation could not be carried out resulting in delays to the completion of the masterplan.
38. As part of the council's commitment to the environment and improving Air Quality, working with our partners we plan to plant 110,000 trees in South Ribble, one tree for each of our residents over the four years of the current Corporate Plan. The target in 2019/20 was to plant 30,000 trees, by the end of the financial year. This has been achieved with planting undertaken by the council and its partners such as Lancashire County Council, the Environment Agency, and developers who collectively have planted 45,323 trees.
39. The activities on the council's air quality action plan have progressed over the year. These activities include the location of all the borough's air quality monitoring sites which have been reviewed. This is to ensure the selected sites include both our air quality management areas and those areas experiencing significant change due to development. An anti-idling campaign was launched this year; however, this has had to be suspended as the schools and colleges closed in the last few weeks of March due to the Covid-19 outbreak. The council continues to work with other Local Authorities and partner organisations to deliver the actions within the Air Quality Action Plan.
40. In the last reporting period the project for Carbon Neutral was reported as off track. Following additional resource and recruitment of an officer to support this work, this is now back on track. The climate change strategy is currently being drafted with an update to Cabinet and Council in June/July of this year.

Key projects




41. Of the 19 projects under this priority, 1 is succeeding, 13 are on track and 5 are off track:
 - ▶ PHE07 - Invest and develop our parks and play areas;
 - ▶ PHE09 - Ensure our parks and existing cherished local open spaces can be protected;
 - ▶ PHE11 - Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres;
 - ▶ PHE14 - Review the projects listed in the City Deal Business and Delivery Plan 2017-20
 - ▶ PHE19 - Private Sector Stock Condition Survey.


Key Project	Status	Project description
PHE07 - Invest and develop our parks and play areas		<p>The Project seeks to develop and implement improvement plans for the following parks and open spaces:</p> <ul style="list-style-type: none"> • Worden Park, Leyland, • Hurst Grange Park, Penwortham • Bent Lane Green, Leyland • Balcarres Green, Leyland • Tarn Wood, Penwortham
Reason for off track and action to address:		<p>Ground surveys at Bent Lane have revealed the site was a former waste site and the ground is contaminated below the surface, which may be hazardous if exposed through excavations. A remediation strategy will be brought forward with cost estimates in the next quarter to progress the project.</p> <p>At the end of the period, the Covid-19 lockdown led to the suspension of all works started and proposed on site. It is anticipated that once the lockdown restrictions have been lifted and the weather improves work on-site will recommence.</p>
Key Project	Status	Project description
PHE09 - Ensure our parks and existing cherished local open spaces can be protected		<p>Develop ways to ensure our parks and existing cherished local open spaces can be protected in perpetuity via the Fields in Trust model.</p> <p>Identify 3 areas of open space in the year 2019 / 20 suitable for protection and complete the necessary application. going forward to identify further suitable locations across the borough in future years</p>
Reason for off track and action to address:		<p>All the relevant data/documents have been submitted to Fields in Trust for processing, however the Covid-19 outbreak has resulted in delays receiving the confirmation documents. It is expected that the confirmation for the protected sites will be provided in Quarter 1 2020/21</p>
Key Project	Status	Project description
PHE11 - Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres		<p>The project is to provide each year a completed masterplan for each of the following town centres, Leyland, Bamber Bridge and Penwortham.</p>
Reason for off track and action to address:		<p>Discussions about the focus and delivery of the City Deal are continuing with our partners. Towards the end of the quarter, the restrictions related to Covid-19 meant that the partners were unable to meet. The focus in the next quarter will on continuing those discussions. The consultation will be carried forward into Quarter 1 2020/21.</p>
Key Project	Status	Project description
PHE14 - Review the projects listed in the City Deal Business and Delivery Plan 2017- 20		<p>City Deal projects have been placed on hold to enable South Ribble Borough Council to review and agree heads of terms with Lancashire County Council.</p>

Reason for off track and action to address:	Discussions about the focus and delivery of the City Deal are continuing with our partners. Towards the end of the quarter, the restrictions related to Covid-19 meant that the partners were unable to meet. The focus in the next quarter will on continuing those discussions	
Key Project	Status	Project description
PHE19 - Private Sector Stock Condition Survey		The project is to evaluate both the 2019 and 2012 stock condition surveys carried out and make recommendations on changes to be made to the council's Housing Assistance Policy to ensure that financial assistance is targeted at the areas identified to qualifying Owner Occupied Households.
Reason for off track and action to address:	Available capacity has impacted the timelines on this work, however this has now been resolved and the project will move forward and present a paper to leadership team in late June/July 2020/21.	

Our Performance measures

42. Of the indicators reported this quarter 1 is succeeding and 4 are off-track.

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
No. of green spaces protected as 'Fields in Trust' (Annual)	3	-	0	
Commentary	This indicator is a measure of project outputs. For information please see the update provided in the previous section on PHE09 - Ensure our parks and existing cherished local open spaces can be protected.			
Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
12 wildflower meadows 2019-20. (Annual)	12	-	0	
Commentary	<p>Sites had been provisionally identified for new wildflower meadows, however the Covid-19 outbreak means we are unlikely to be able to create any meadows this financial year."</p> <p>Despite this however, the council has made progress with regards bio-diversity and all programmed school talks where completed with the exception of 1 which had to be cancelled due to the Covid-19 pandemic. A number of relationships have been developed with schools and other groups to assist in developing wildlife areas at sites across the borough, however the pandemic has meant that this will now be delayed until at least the start of the new school year.</p>			
Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
Number of Affordable Homes delivered (Bi-Annual)	30%	-	20% (81)	
Commentary	This year there has been 81 new affordable homes delivered. This is a decrease of 16 new affordable homes, compared to the previous year.			

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
Affordable housing provision is sought on-site for new housing developments wherever possible and in line with the council's planning policy requirements. On occasions and where appropriate, affordable housing contributions are made off-site through financial contributions. The council currently has plans to increase the provision of quality affordable housing in the borough through direct housebuilding by utilising these financial contributions.				
Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
Masterplans for Penwortham, Leyland and Lostock Hall are completed (Annual)	1	-	0	
Commentary	This indicator is a measure of project outputs. For information please see the update provided in the previous section on PHE11 - Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres.			

Residents Survey 2019/20

43. The Council undertook a postal and on-line residents' satisfaction survey between February and March 2020. There were 1,722 responses overall. A number of the specific questions of the survey are related to key performance indicators to determine the impact of the Council's Corporate Plan. The indicators seek to display progress against the outcomes of the Plan on Health, Excellence, Communities and Environment.
44. An average from the Local Government Associations latest national results (June 2019) and our nearest neighbours of Newark and Sherwood and Blaby District Councils were initially used to establish an estimated baseline. The Resident Survey has broadly mirrored those initial baselines with a minor degree of percentage difference.

Key Performance Measures	Estimated Baseline	Result 2019/20
% of people who are satisfied with the way South Ribble Borough Council runs things (Resident Survey)	66% Initial baseline target	67%
% of people who agree that South Ribble Borough Council provides value for money (Resident Survey)	51% Initial baseline target	46%
% of people who feel safe when outside in their local area after dark (Resident Survey)	59% Initial baseline target	61%
% of people who feel safe when outside in their local during the day (Resident Survey)	87% Initial baseline target	88%
% of people satisfied with the leisure and sports facilities in their local area (Resident Survey)	53% Initial baseline target	53%
% of people who feel they belong to their local area (Resident Survey)	New To be baselined	69%
% of people who think the Council acts on the concerns of local residents (Resident Survey)	48% Initial baseline target	54%
% of people who feel involved in the local area and decision making (Resident Survey)	New To be baselined	50%
Overall % of people who are satisfied with South Ribble as a place to Live (Resident Survey)	83% Initial baseline target	82%
% of people satisfied with the parks and green open spaces in their local area (Resident Survey)	73% Initial baseline target	77%

45. **Strengths**

There are a number of areas within the report that demonstrate key strengths of the Council where it is recommended we look to maintain that level of satisfaction. These areas include:

- ▶ Satisfaction with South Ribble as a place to live;
- ▶ Keeping public land clear of litter and refuse;
- ▶ Satisfaction with our parks and green open spaces.

46. **Next steps**

Within the findings of the report a number of areas have been highlighted where there is an opportunity to develop and improve. These areas mainly relate to the outcomes of Excellence, Investment and Financial Sustainability and People and Communities.

47. The areas highlighted influence overall satisfaction with the Council, and they have a below average satisfaction rating which reflect the outcomes set down in the Corporate Plan in September 2019. This provides a level of assurance that the Council is focused in the right areas to provide services and business models that residents will be satisfied with: :

- ▶ Value for Money;
- ▶ Council Acts on the concerns of local residents;
- ▶ Information and Accessibility.

48. An appendix is attached which provides the executive summary findings of the residents survey. Further briefing sessions will be provided for members and additional analysis which will be available on request, following which the report will be published in full.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

49. N/A

AIR QUALITY IMPLICATIONS

50. N/A

RISK MANAGEMENT

51. The key risk to the Corporate Plan delivery at this point is Covid 19. The impact has not yet been reflected in the majority of existing projects and activities which have progressed well. However in mitigating this risk the Council is taking proactive steps on a recovery plan and will be aligning the Corporate Plan and the projects to ensure that they are relevant and respond to the changing environment that both the Council, its partners and residents find themselves in.

EQUALITY AND DIVERSITY IMPACT

52. Equality and Diversity is embedded within the Corporate Plan and how the council acts. Ongoing work around reducing inequalities, improvements to the outdoor environment and reducing the financial burden on residents are all demonstrable ways in which the council seeks to meet its equality and diversity duties and objectives.

COMMENTS OF THE STATUTORY FINANCE OFFICER

53. No comment.

COMMENTS OF THE MONITORING OFFICER

54. There are no issues of concern to raise from a Monitoring Officer perspective. The Quarter 4 report is a very thorough and robust document. Clearly it is imperative that we must be open and transparent with the public and our partners.

BACKGROUND DOCUMENTS (or)

55. Corporate Plan 2019-23

APPENDICES

- ▶ Appendix 1 Corporate Plan 2019-23 Performance Monitoring report Period 1, 2019-2020
- ▶ Appendix 2 -Residents Survey Summary of Main Findings

Gary Hall
Interim Chief Executive

Report Author:	Telephone:	Date:
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Performance Data

Quarter 4 (Period 2) 2019-20

Appendix 1





Key Information

This report forms part of the appendices of the “Performance Monitoring Report” update to the Scrutiny Budget and Performance Panel, Cabinet and Council on the progress at the end of year and period 2 (Jan - Mar 2020) of the Corporate Plan 2019-23. This report reflects the changes to the Corporate Plan as approved September 2019 and outlines the performance broken down by four sections (Outcomes):




- ▶ Excellence, Investment and Financial Sustainability;
- ▶ Health, Wellbeing and Safety;
- ▶ Place, Homes and Environment;
- ▶ Our People and Communities

Within each section is a summary of all activities and their performance status at the end of the year and in period 2 (quarter 4).

Performance Key

Symbol	Determination
 Succeeding	If we are doing well then it is Succeeding . Where a project or task has been achieved ahead of the due date set or a measure has achieved beyond its target.
 On-track	It is On-track where a project or task will be delivered on the due date set or a measure is within its agreed targets
 Off-track	It is Off-track where a project or task has not met its required due dates, or a measure has not met its targets
	Completed: project has been completed, meeting milestones and actions.

The Key Performance Indicators (KPI) for Period 2 display progress against the outcomes of the Corporate Plan on Health, Excellence, Communities and Environment.

Trend	Determination	Note
	This shows that the reported figure has increased since it was last reported.	<i>The trend key shows how a measure is performing against its previous reported figure. The colour of the item details whether the direction is negative, positive. These are the same colours as used on the performance key for succeeding and off track.</i>
	This shows that the reported figure has decreased since it was last reported	
	This shows that a measure has stayed the same and not moved	

Appendix 1



Excellence, Investment & Financial Sustainability

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

1

People tell us that we are value for money and satisfied with the way we do things

2

We have more people using our online services

3

More people using online self service channels

4

We buy from local businesses as suppliers and contractors where we can

5

Investment in communities by delivering our Capital Programme

Our Key Performance Indicators:

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
% of self-service channels access vs phone/face to face	18% (2019/20)	Not reported in this period	22%	
Increase in income from commercially operated assets: Business and Conference centre	10% Increase (Annual)	42%	20%	
Increase in meeting hours in the Business and Conference Suite	10% Increase (Annual)	40%	26%	

Service Level Indicators	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
% of telephone calls answered within 90 seconds	40%	77.6%	61%	
% of calls abandoned before being answered in a quarter	15%	5.6%	11%	
% of Business Rates collected (Annual)	98%	-	98.5%	
% of Council Tax collected (Annual)	97.5%	-	97.5%	
Average days to process a new Housing Benefit claim	19 days	-	16.6 days	

Period 2 Status (Quarter 4)

What we will do	2019-20	
	Period 1 Oct-Dec	Period 2 Jan – Mar
EIFS01 – Customer Experience		
EIFS02 – Shared Services		
EIFS03 – Conference and Business Centre		
EIFS04 – Leisure Management Options		
EIFS05 – Implement first year of the Councils Digital Strategy		
EIFS06 -Review of the Council’s Surplus Sites		



Health, Wellbeing and Safety

Residents are happy, healthy and safe, active and independent

1

More people telling us they feel safe at home and out and about

2

Fewer people homeless

3

More businesses and high streets are dementia friendly

4

More people engaged in physical activity

5

























Improvements and extensions of multi use pathways across our Green Links

Our Key Performance Indicators

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
South Ribble is recognised as a Dementia Friendly Community	Retention of Status	Retained	-	
Number who are prevented from becoming homeless (this is taken from the number of people presenting as homeless or threatened with homelessness, but where it has been prevented)	Baseline	85	96	
Total number of young people's physical activity courses delivered	Baseline	404	295	
Improvements delivered to local infrastructure: Multi Use Pathways (Annual)	7 KM	6.5km	7km	
Improvements delivered to local infrastructure: Major Green Links Access Points (Annual)	6	6	6	
Improvements delivered to local infrastructure: Improvements along pathways (Annual)	17KM	16km	17km	
An increase in the number of approved members of the South Ribble Dementia Charter Community (Annual)	15	13	15	
% of children on free school dinners taking up pilot Holiday Hunger offer	No target is set as it is simply to monitor uptake	18.05% (The percentage of vouchers issued and then redeemed)	14.7% (The percentage of vouchers issued and then redeemed)	-

Appendix 1

Period 2 Status (Quarter 4)

What we will do	2019-20	
	Period 1 Oct-Dec	Period 2 Jan - Mar
HWS01 - South Ribble Dementia Action Alliance		
HWS02 - Open Space Sports and Recreation		
HWS03 - Green Links		
HWS04 - Improving our Existing Leisure Centres		
HWS05 - Activities and Events for People of All Ages		
HWS06 - Interact with the Council Digitally		
HWS07 - Community Safety to tackle Crime and Disorder		
HWS08 - South Ribble Partnership		
HWS09 - MH2K		
HWS10 - Reduce the Number of Homeless		
HWS11 - Mind the Gap		
HWS12 - First Class Advice Services		

Appendix 1



Our People & Communities

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

1

We have more people getting involved in their communities and with us as a Council as they have the right space and place to make their voice heard.

2

A Time Credits scheme is developed and piloted to encourage people to volunteer or engage who haven't done so before.

3

People pay less to the Council in fees and charges such as the green waste charges and council tax support.

Our Key Performance Indicators

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
Percentage of South Ribble Borough Council employees starting apprenticeships in any financial year	2.3% of the Workforce (Annual)	4%	3.5%	

Period 2 Status (Quarter 4)

What we will do	2019-20	
	Period 1 Oct-Dec	Period 2 Jan - Mar
OPC01 - Review Community Involvement approach		
OPC02 - My Neighbourhood Plans.		
OPC03 - Revised Council Tax Support Scheme for 2020-21		
OPC04 - Community Bank/Credit Union		Not Started (July 2020)
OPC05 - Member Induction Programme and Member Development Programme		
OPC06 - Develop a Youth Council		
OPC07 - Gain Accreditation as a Living wage Employer		
OPC08 - Council's Approach to Volunteering and Active Citizens		
OPC09 - Apprentice Factory Phase 2		

Appendix 1



Place, Homes & Environment

Our green spaces are valued, and development is well managed.

1

We have more green spaces protected as Fields in Trust

2

Masterplans for Leyland, Penwortham and Lostock Hall all completed

3

We deliver affordable homes

4

We deliver the actions of our air quality plan







































5

We have planted 110,000 trees

Our Key Performance Indicators

Key Performance Indicator	Baseline / Target	Period 1 2019/20	Period 2 2019/20	Status
No. of green spaces protected as 'Fields in Trust' (Annual)	3	Not reported in this Period	0	
12 wildflower meadows 2019-20. (Annual)	12	Not reported in this Period	0	
No. of Trees Planted (Annual)	30,000	32,055	45,323	
Masterplans for Penwortham, Leyland and Lostock Hall are completed (Annual)	1 completed	Not reported in this Period	0	
Number of Affordable Homes delivered (Bi-Annual)	30%	Not reported in this Period	20% (81)	

Period 2 Status (Quarter 4)

What we will do	2019-20	
	Period 1 Oct-Dec	Period 2 Jan - Mar
PHE01 - Develop a strategy and action plan to halt overall loss of England's biodiversity		 -
PHE02 - Plant 110,000 trees in South Ribble		
PHE03 - Carbon Neutral by 2030		
PHE04 - Single Use plastics		
PHE05 - Borough's Air Quality Action Plan		
PHE06 - Bring Worden Hall back in to use		
PHE07 - Invest and develop our parks and play areas		
PHE08 - Develop a Programme for festivals and events, with at least 1 music festival		
PHE09 - Ensure our parks and existing cherished local open spaces can be protected		 -
PHE10 - Manage the rate of delivery of new homes and commercial floor space		
PHE11 - Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres		
PHE12 - Implement Phase 2 of the Employment and Skills Plan (Cuerden)		
PHE13 - Prepare strategy for supporting new and small businesses		
PHE14 - Review the projects listed in the City Deal Business and Delivery Plan 2017- 20		
PHE15 - Review the Local Plan		
PHE16 - River Ribble Green Link		
PHE17 - Prepare and implement a Central Lancashire Economic Strategy		
PHE18 - Provide quality homes that people can afford to live in		
PHE19 - Private Sector Stock Condition Survey		

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Appendix 2

Residents Survey Executive Summary Findings

Quarter 4 (Period 2) 2019-20

Survey Undertaken by



Appendix 2

Summary of Main Findings

1. NWA Social Research were commissioned by the Council to conduct a postal and on-line residents' satisfaction survey in February and March 2020. There were 1,722 responses overall.

About your local area

- 1.1 Four-fifths (82%) of respondents said that overall they are 'satisfied' with their local area as a place to live, whilst 6% were 'neither satisfied nor dissatisfied', and 12% were dissatisfied.
- 1.2 Respondents were asked to what extent they think that the Council acts on the concerns of local residents, and more than half (54%) of those that expressed an opinion felt that the Council do this 'a great deal' (9%) or 'a fair amount' (46%), whilst 36% felt that they do this 'not very much', and 9% 'not at all'.
- 1.3 Over two-thirds (69%) of respondents feel that they belong 'very strongly' (24%) or 'fairly strongly' (45%) to their local area, whilst 23% feel that they belong 'not very strongly', and 8% 'not at all strongly'.
- 1.4 When asked to what extent they agree or disagree that they can 'influence decisions' made about their local area, half (50%) of respondents disagreed: 18% 'strongly disagree' and 32% 'tend to disagree'. Less than a fifth (18%) of respondents agreed they can influence such decisions, and 32% 'neither agree nor disagree'.
- 1.5 Respondents were asked about their perceptions of personal safety when outside in their local area 'after dark' and 'during the day'. After dark, 61% of respondents reported feeling 'very safe' (13%) or 'fairly safe' (48%), whilst 15% feel 'neither safe nor unsafe', and 24% feel 'unsafe'.
- 1.6 During the day, the great majority (88%) of respondents said that they feel 'safe' (47% 'very safe' and 41% 'fairly safe'), whilst 7% feel 'neither safe nor unsafe', and one-in-twenty (5%) feel 'unsafe'.
- 1.7 Thinking about their local area, the principal aspect that respondents considered to be 'most in need of improvement' was 'road and pavement repairs' (81%), with the 'level of traffic congestion' (51%) being the only other aspect mentioned by over half of respondents. Next most-mentioned was 'activities for teenagers' (45%), whilst a third referred to 'street cleanliness' (34%) and the 'level of crime' (33%), 30% to 'health services', and 29% each to 'public transport' and 'parks and open spaces'.
- 1.8 Around a quarter of respondents thought that 'facilities for young children' (27%), the 'level of pollution' (25%), 'sports and leisure facilities' (24%) and 'shopping facilities' (23%) were among the aspects that most need improving in their local area, whilst 22% referred to 'community activities', 20% to 'access to nature', and 19% to the 'affordable housing offer'.

General Satisfaction

- 1.9 Two-thirds of respondents (67%) were 'satisfied' overall with 'the way the Council runs things' (15% 'very satisfied' and 52% 'fairly satisfied'), whilst 15% were 'neither

Appendix 2

satisfied nor dissatisfied', and 18% were 'dissatisfied' (5% 'very dissatisfied' and 13% 'fairly dissatisfied').

- 1.10 Nearly half (46%) of respondents agreed that the Council 'provides value for money' (6% 'strongly agree' and 41% 'tend to agree'), whilst a quarter (24%) disagreed (7% 'strongly disagree' and 17% 'tend to disagree'), and 29% 'neither agree nor disagree'.

Satisfaction with Services Provided

- 1.11 Respondents were queried about their satisfaction with four different services provided or supported by the Council. The majority of respondents expressed satisfaction with each of the services, with more than three-quarters being satisfied with the 'waste and recycling collection' (81%) and 'parks and green open spaces in your local area' (77%).
- 1.12 Satisfaction was somewhat lower with 'keeping public land clear of litter and refuse' (62%), and 'sport/ leisure facilities' (53%); and substantial minorities of respondents were dissatisfied with these services: 26% and 20%, respectively.
- 1.13 When asked to indicate which 'leisure and sporting activities are most important' to them, more than three-quarters of respondents referred to 'visiting parks or green spaces' (82%), and 'walking' (77%), and 67% referred to 'socialising (e.g. at cafes, shopping, eating out)'. Smaller numbers said that 'using leisure centres' (35%), 'cycling' (30%), and 'access to learning' (17%) are among their most important leisure and sporting activities. [Note: multiple responses allowed, so answers total over 100%.]

Information and Accessibility

- 1.14 Half (51%) of respondents were of the view that the Council keeps them 'well informed' about the 'services and benefits it provides' (7% 'very well informed' and 44% 'fairly well informed'), whilst 35% think that they are 'not very well informed', and one-in-seven (14%) that they are 'not well informed at all'.
- 1.15 When respondents were asked how they like to be kept informed about the Council services in their local area, the three main responses were by 'letters' (45%), via 'email' (44%), and by 'community magazines' (41%). Over a third referred to 'Facebook or Twitter' (36%), 27% to 'website', 15% to 'posters', and 9% to 'texts'. [Multiple responses allowed so answers total over 100%.]
- 1.16 Respondents were asked to rate three digital methods of accessing Council services on a five point scale from 'very good' to 'very poor'. (Analysis here excludes 'don't know/ not used' responses). Nearly half (45%) of those respondents who expressed an opinion rated the Council's '(current) website' as a very or fairly good way of accessing services, whilst 36% gave 'average' ratings, and 19% rated it as 'poor'.
- 1.17 Whilst over a third (38%) of those who expressed a view felt that 'social media channels (Facebook, Twitter, LinkedIn)' are a 'good' way of accessing Council services, most respondents (45%) gave this method an 'average' rating, and one-in-six (17%) gave 'poor' ratings.

Appendix 2

- 1.18 A third (33%) of respondents (those who expressed an opinion) rated the 'automated phone service' as a 'good' way of accessing Council services, whilst 40% rated it as 'average', and 27% rated this method as 'poor'.

The Council Logo

- 1.19 Respondents were asked to consider the Council logo (pictured on the questionnaire) and then indicate, (through their level of agreement or disagreement with four statements), what impression the logo and brand colours give of South Ribble Borough Council. Overall 44% of respondents agreed with the statement that 'the logo gives no impression' of the Council, whilst 19% disagreed, and 38% gave neutral responses.
- 1.20 Almost the same percentage agreed as disagreed that the logo gives the impression that 'the Council is a modern organisation': 28% 'agree' and 27% 'disagree' – the major response being neutral, 'neither agree nor disagree' (45%).
- 1.21 Two-fifths (42%) of respondents agreed that the logo gives the impression that 'the Council is professional', whilst a similar number (45%) gave neutral responses, and 14% disagreed.
- 1.22 The majority of respondents neither agreed nor disagreed (56%) when asked if the logo gives the impression that 'the Council is trustworthy'; however, more respondents agreed than disagreed with the statement: 27% 'agree' and 17% 'disagree'.

REPORT TO	ON
CABINET	Wednesday, 24 June 2020



TITLE	PORTFOLIO	REPORT OF
Implementation of Community Involvement Recommendations	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Assistant Director of Scrutiny and Democratic Services, 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. The purpose of this report is to outline how the recommendations from the Strategic Review of Community Involvement, including My Neighbourhoods are going to be implemented.

The report also seeks approval for the criteria Cabinet will use in evaluating the success of the new My Neighbourhood model trials in each of the five areas over the next 12-months.

PORTFOLIO RECOMMENDATIONS

2. Cabinet notes the implementation plan from the Strategic Review of Community Involvement, including My Neighbourhoods.
3. Cabinet approves the criteria to be used in evaluating the success of the My Neighbourhood model trials in each of the five areas over the next twelve months.

REASONS FOR THE DECISION

4. To ensure the recommendations from the Strategic Review of Community Involvement are implemented as efficiently and effectively as possible.

CORPORATE OUTCOMES

5. The report relates to the following corporate priorities:

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. At the Cabinet meeting on 22 January 2020 the recommendations from the cross-party Strategic Review of Community Involvement, including My Neighbourhoods were agreed.
7. Following approval of the recommendations an implementation plan has been developed to ensure the efficient and effective delivery of the recommendations, which is included at Appendix 1.
8. Recommendation 8 of the strategic review requests that an evaluation process be developed and agreed by Cabinet to assess the My Neighbourhood model trials.
9. It should be noted that we will need to keep some of the timescales and approaches under review due to the current COVID-19 restrictions, which will have an obvious impact on meetings, events and gatherings.

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

10. Cabinet is asked to note the implementation plan at Appendix 1. The implementation plan will be monitored as part of the Council's performance management framework and quarterly reports presented to the Scrutiny Budget and Performance Panel and Cabinet.
11. Cabinet is advised that elements of the implementation plan will require approval at a future cabinet or Council meeting, as appropriate. These items will be added to the relevant forward plans. Any constitutional changes will also need to be presented to the Governance Committee in advance of being considered by Full Council.
12. Cabinet is asked to agree the following criteria for the evaluation of the My Neighbourhood trial models over the next 12-months:

1	Level of community interaction, engagement and accessibility
2	Level of community development and volunteering
3	Promotion of co-operative values (self-help, self-responsibility, democracy, equality, equity and solidarity)
4	Engagement with young people
5	Engagement with parish and town councils (where applicable)
6	Building links with the voluntary, community and faith sector

7	Delivery of community priorities through forum projects
8	Participation in local democracy

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

13. Not applicable for this report. Consultation will be carried out as the review recommendations are implemented.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. As the recommendations were agreed at a previous Cabinet meeting there are not alternative options to consider.

AIR QUALITY IMPLICATIONS

15. None as a result of this report.

RISK MANAGEMENT

16. The key risks are around delivery of the recommendations from the review. The implementation plan outlines how the recommendations will be taken forward and will be monitored on a quarterly basis as part of our performance management framework.

EQUALITY AND DIVERSITY IMPACT

17. The implementation of the recommendations will have a positive impact on equality and diversity.

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. The approved budget for 2020-21 includes provisions for the implementation plan; in particular, an annual budget of £25,000 for a small grants scheme, a new Youth Council Officer post and a new Community Involvement Officer.

COMMENTS OF THE MONITORING OFFICER

19. There are no issues of concern from a Monitoring Officer perspective. As has been stated in previous reports any initiatives that require a change of the Constitution will go through Governance Committee and full Council in accordance with our established principles.

BACKGROUND DOCUMENTS

Strategic Review of Community Involvement – Cabinet Report: 22 January 2020

APPENDICES

Appendix 1 – Implementation Plan

Darren Cranshaw / Jennifer Mullin
Assistant Director of Scrutiny and Democratic Services, Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services) / Jennifer Mullin (Director of Neighbourhoods and Development)	01772 625512 / 625329	25/06/20

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
Ensuring a Community Involvement Culture			
1. The Council becomes an affiliate member of the Co-operative Councils Innovations Network to learn and share community involvement best practice.	The Council will formally become an affiliate member in April 2020.	1 April 2020 (achieved)	Assistant Director of Scrutiny & Democratic Services
2. The Council works to become an accredited Co-operative Council, embedding the co-operative values of self-responsibility, democracy, equality, equity and solidarity to transform the engagement relationship with our residents.	This will be considered as part of our corporate plan re-fresh for 2021/2022.	31 March 2021	Policy, Performance and Partnerships Manager
3. Community involvement is placed at the heart of every service through service planning, project management and decision-making so that it is co-ordinated and allows the	Service planning, project management and decision-making reports to be reviewed and updated to reflect community involvement.	September 2020	Policy, Performance and Partnerships Manager

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
community to shape what we do.			
4. A community involvement toolkit and training be developed to help Members and employees involve local communities more effectively.	Corporate toolkit and checklist to be developed and rolled out for use by all services areas.	November 2020	Policy, Performance and Partnerships Manager
5. A survey of residents is undertaken at least every two years to understand the needs and views of residents with specific questions to assess the level of community involvement activity.	Fieldwork is currently taking place with the baseline report analysis results being available in July 2020. Two further surveys are programmed up until 2023/24 and formal timelines will be provided once agreed	July 2020	Policy, Performance and Partnerships Manager
6. An annual report on the Council's community involvement activities takes place and is presented to Full Council.	The first annual report will be presented to Full Council in June 2021.	June 2021	Director of Neighbourhoods and Development
My Neighbourhoods			
7. Informal My Neighbourhood planning meetings with	Schedule of My Neighbourhood planning meeting for 2020/2021 in place and will be used to align plans	Ongoing	Director of Neighbourhoods and Development

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
<p>Members continue to develop plans and projects, including greater alignment with My Neighbourhood plans and the Corporate Plan and budget process.</p>	<p>with the corporate plan and budget process.</p>		
<p>8. My Neighbourhood Forum meetings be reviewed by each of the five forums, with the option to change them to meeting local circumstances, with 12-month trial models explored by the review, such as:</p> <ul style="list-style-type: none"> • Where area parished, arrange meetings as part of parish meetings • Adopt an area committee approach • Develop a neighbourhood/community development approach 	<p>Letters sent to My Neighbourhood Chairs asking them to work with their My Neighbourhood Forum Members to develop a community engagement model which works for them and their communities, including involving relevant partners.</p> <p>Meetings are being arranged with My Neighbourhood Chairs and Members to help develop their models further.</p> <p>A review of relevant parts of the constitution is taking place to facilitate the adoption of the trial models for early in the municipal year. This is being undertaken in conjunction with the Governance Committee for approval by Full Council.</p>	<p>March 2020</p> <p>June 2020</p> <p>July 2020</p>	<p>Director of Neighbourhoods and Development</p>

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
<ul style="list-style-type: none"> • Community partnerships with councillors and partner organisations • Hybrid of what works for each area, within existing resources <p>An evaluation process be developed and agreed with Cabinet so that at the end of the trial period, success against that criteria can be measured.</p>			
9. The My Neighbourhood Chairs and Vice-chairs meeting be formalised with a forward plan, agenda and minutes.	A schedule of My Neighbourhood Chairs and Vice-chairs has been developed and meetings will now have a forward plan, agenda and minutes.	Ongoing – meeting arranged for June 2020	Director of Neighbourhoods and Development
10. The governance arrangements for spending My Neighbourhood Forum be streamlined to include the sign-off by the My Neighbourhood chair and vice-chair.	A review of relevant parts of the constitution is taking place to streamline the arrangements for agreeing spend. This is being undertaken in conjunction with the Governance Committee for approval by Full Council.	September 2020	Director of Neighbourhoods and Development

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
11. A more corporate approach is taken to supporting My Neighbourhoods and making linkages across all council teams to make the most of the opportunities available.	Regular update on My Neighbourhoods are provided to the Leadership Team to strengthen effective linkages and cross-service working.	Ongoing	Director of Neighbourhoods and Development
12. A grant scheme be developed to help fund local community action projects.	<p>The Council has agreed a budget of £25,000 for small grants.</p> <p>A scheme is currently being developed based on South Ribble Partnership's successful former community bids fund.</p> <p>A report on the scheme, criteria and governance arrangements will be prepared for Cabinet to agree in June 2020.</p>	September 2020	Director of Neighbourhoods and Development
Involving Young People			
13. A more co-ordinated approach be taken to strengthen our work with schools with an education package put together linked to the national curriculum and objectives of the Council,	The Council's budget has agreed an additional two community development posts, which are currently being recruited to. Once this post is filled a key work area will be design our education package across the Council with schools and young people's	October 2020	Director of Neighbourhoods and Development

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
including environmental issues, debate clubs, mock council meetings and competitions.	organisations. It is envisaged that the posts will be filled and proposals brought forward for October 2020.		
14. A Youth Mayor and Youth Council is established to allow young people to gain a great understanding of democracy and play an active part in informing council policy, local issues and community action.	Exploratory work has taken place and will be taken forward once the two community development posts are filled. It is envisaged that the posts will be filled and proposals brought forward for October 2020.	September 2021	Assistant Director of Scrutiny & Democratic Services
15. The Council provides more structured and extensive work experience opportunities for students to learn more about the work of the Council and gain valuable experience.	<ul style="list-style-type: none"> • Develop system for recording and monitoring work experience placements • Conduct pre-placement assessment so that we able to tailor placement to meet students learning objectives • Introduce a placement induction process for students to standardise information students receives regarding the work of the Council. • Seek feedback to evaluate the success of placements so that we can continue to develop the offer. 	January 2021	Human Resources Manager

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
Extending Democracy			
16. An annual communications campaign encouraging residents to enrol on the electoral register and vote in elections is developed.	A communications plan will be developed following the Police & Crime Commissioner elections for implementation in the autumn canvass, which will be evaluated and developed in future years.	Autumn 2021	Assistant Director of Scrutiny & Democratic Services
17. Full Council and other key meetings are webcast to make our meetings more accessible to our residents.	Research and learning from other councils has commenced. Discussions have also taken place with our voting/microphone supplier.	September 2020	Assistant Director of Scrutiny & Democratic Services
18. Cabinet meetings are taken out into the community at least twice per year on a pilot basis.	Preparations are taking place to hold a Cabinet meeting in Penwortham and in Bamber Bridge.	To be considered in light of COVID-19 restrictions	Assistant Director of Scrutiny & Democratic Services
19. A series of annual Question and Answer sessions with the Cabinet and key partners takes place through the My Neighbourhood Forum models adopted locally.	This is due to be discussed at the next My Neighbourhood Chairs meeting.	To be considered in light of COVID-19 restrictions	Director of Neighbourhoods and Development
20. Our meetings are more welcoming to members of the	Discussions are taking place with the Council's Member Champion for Social Justice and Equality to devise an	To be considered in light of COVID-19 restrictions	Assistant Director of Scrutiny & Democratic Services

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
<p>public with more user-friendly information and guidance provided, encouragement of questions being submitted in advance and officers on hand to brief and support the public prior to meetings.</p>	<p>approach to make it easier for residents to submit questions, receive responses and build confidence in raising issues.</p>		
<p>Strengthening the voluntary, community and faith sector</p>			
<p>21. A borough-wide equality forum is created to bring together the groups representing protected characteristics to help us strengthen our approach to equality and diversity and be a sounding board to making our services more accessible and eliminate discrimination.</p>	<p>This is currently being discussed with partners so that we can make best use of existing networks and contacts.</p>	<p>31 March 2021</p>	<p>Policy, Performance and Partnerships Manager</p>
<p>22. A database of voluntary, community and faith sector organisations is developed for residents and staff to access as a signpost to what's available</p>	<p>The Partnership is assessing a number of platforms being developed by partners which will provide a database of local organisations. The Partnership will be seeking consensus on which platform to promote to build an</p>	<p>31 March 2021</p>	<p>Policy, Performance and Partnerships Manager</p>

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
and how they could be more involved.	effective online database and picture of community groups and associations within the Borough.		
23. A Member Champion is appointed for volunteering.	This appointment will be made as part of the annual council meeting in May 2020.	October 2020	Assistant Director of Scrutiny & Democratic Services
Parish and Town Councils			
24. A parish/town council charter is developed with the Council outlining roles, responsibilities and expectations.	We will work with parish / town councils to develop a charter for agreement by Cabinet in October 2020	November 2020	Assistant Director of Scrutiny & Democratic Services
25. The Council designates a parish/town council liaison officer.	The Assistant Director of Scrutiny & Democratic Services will fulfil this role.	Ongoing	Assistant Director of Scrutiny & Democratic Services
26. Where local communities express a wish to form a parish/town council the Council will actively support the creation of parish and town councils leading to a community governance review.	Information will be made available for communities who might wish to create a parish/town council. Further support will be made available as support is expressed by communities.	Ongoing	Assistant Director of Scrutiny & Democratic Services

Strategic Review of Community Involvement, including My Neighbourhoods

Implementation Plan – June 2020

Recommendation	Implementation Plan	Timescale	Lead Officer
27. Regular informal meetings will take place between the Cabinet and parish/town council representatives.	A successful and productive liaison meeting was held on 18 February 2020 with meetings being arranged for every 2-3 months. Additional liaison meetings are also being arranged between officers and parish/town council clerks.	Ongoing	Assistant Director of Scrutiny & Democratic Services

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