

CABINET

WEDNESDAY, 14TH OCTOBER, 2020, 6.00 PM

HYBRID MEETING -

SHIELD ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND, PR25
1DH AND VIA MICROSOFT TEAMS

AGENDA

Members of the Council and public who wish to watch the proceedings but not make any representations can access the meetings by following the [link](#) here.

IMPORTANT INFORMATION – MEMBERS

Members of the Council (who are not members of the Cabinet) are now permitted to register and speak at this meeting using Microsoft TEAMS. (If you wish to attend in person, at the socially distanced meeting, please advise Democratic Services via the email below).

If you would like to speak please email democraticservices@southribble.gov.uk in order to register your intent to speak, ideally before 12pm on Monday 12 October 2020. A meeting link will then be sent to you.

IMPORTANT INFORMATION – MEMBERS OF THE PUBLIC

Due to the current situation surrounding CO-VID19 we are unable to allow members of the public to speak at this meeting; these measures are temporary and will be reviewed as circumstances and the current restrictions improve.

However, written representations are being received and can be read out at the meeting with a written response provided. To make representations on any of the items below, please email democraticservices@southribble.gov.uk no later than 12pm Monday 12 October 2020.

- 1 Apologies for Absence**
- 2 Declarations of Interest**

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

3 Minutes of the Last Meeting

(Pages 5 - 16)

Minutes of the last meeting held on Wednesday, 16 September 2020 attached to be signed as a correct record.

4 Cabinet Forward Plan

(Pages 17 - 30)

The Cabinet's Forward Plan for the period 1 October 2020 – 30 September 2020 attached for information

ITEMS OF THE LEADER OF THE COUNCIL (INTRODUCED BY COUNCILLOR FOSTER)

5 Urgent Decisions Taken Due to COVID-19 Pandemic

(Pages 31 - 34)

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

6 South Ribble Prevention Zone Framework

(Pages 35 - 84)

Report of the Director of Neighbourhoods and Development enclosed.

7 Options for council rebrand

Report to the Deputy Chief Executive to follow.

8 Corporate Performance Framework Review

(Pages 85 - 98)

Report of the Shared Services Lead – Transformation and Partnerships enclosed.

ITEMS OF THE CABINET MEMBER FOR HEALTH, WELLBEING AND LEISURE (INTRODUCED BY COUNCILLOR TITHERINGTON)

9 Proposed Leisure Facilities Strategy for South Ribble

Report of the Director of Neighbourhoods and Development to follow.

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10 South Ribble Playing pitch Hub

Report of the Director of Neighbourhoods and Development to follow.

11 Refurbishment of Hurst Grange Park Coach House, Penwortham

(Pages 99 - 106)

Report of the Director of Neighbourhoods and Development enclosed.

12 Refurbishment of Playgrounds at Hurst Grange Park, Penwortham & Bellis Way, Walton-Le-Dale

(Pages 107 - 112)

Report of the Neighbourhoods and Development enclosed.

ITEMS OF THE CABINET MEMBER FOR COMMUNITY ENGAGEMENT, SOCIAL JUSTICE AND COMMUNITY WEALTH BUILDING (INTRODUCED BY COUNCILLOR BYLINKSKI GELDER)

13 Volunteering Policy and Framework

(Pages 113 - 148)

Report of the Director of Neighbourhoods and Development enclosed.

ITEMS OF THE CABINET MEMBER FOR ENVIRONMENT (INTRODUCED BY COUNCILLOR JONES JP)

14 Parks Capital Projects

(Pages 149 - 152)

Report of the Director of Neighbourhoods and Development enclosed.

15 Extension of Public Space Protection Orders

Report of the Director of Neighbourhoods and Development published separately – see supplement.

16 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 Paragraph 2 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 2: Information which is likely to reveal the identity of an individual.

Condition:

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

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

17 Shared Services Phase 1 Service Reviews

(Pages 153 - 200)

Report of the Deputy Chief Executive enclosed.

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, 11 November 2020 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH



MINUTES OF CABINET

MEETING DATE **Wednesday, 16 September 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), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), Jonathan Noad (Director of Planning and Property), James Thomson (Deputy Director of Finance), Neil Anderson (Assistant Director of Projects and Development), Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Chris Moister (Director of Governance) and Clare Gornall (Democratic and Member Services Officer)

OTHER MEMBERS AND OFFICERS: Councillors Bell, Bretherton, Clark, Ogilvie, Mrs Smith (Opposition Leader), P Smith, Turner, Walton, Alty, Mrs Green, M Green, Hancock, Howarth, Trafford, and Wooldridge.

PUBLIC: 0

122 Apologies for Absence

There were none.

123 Declarations of Interest

There were none.

124 Minutes of the Last Meeting

The minutes of the last meeting held on Wednesday, 5 August 2020 were agreed.

125 Cabinet Forward Plan

The Leader presented the twelve month Cabinet forward plan from 1 September 2020 – 31 August 21.

Decision made (Unanimously):

That the Cabinet forward plan be noted.

126 Urgent Decisions Taken Due to COVID-19 Pandemic

The Leader presented a report of the Assistant Director of Scrutiny and Democratic Services informing the Cabinet of the urgent decisions taken in accordance with the Council's Constitution due to the COVID-19 pandemic.

Decision made (unanimously):

That Cabinet notes the report.

127 Period 1 (April - June) Quarterly Performance Monitoring Report 2020/21

The Leader presented a report of the Interim Chief Executive providing a summary of performance against the Corporate Plan during quarter 1 (April – June) 2020-2021.

He also presented comments and recommendations made by the Scrutiny Budget and Performance Panel at its meeting on 14 September 2020, which were as follows:

1. the Panel thanks the Leader and Interim Chief Executive for their detailed report and answering the Panel's questions.
2. the Panel looks forward to receiving a copy of the Benefits Realisation Plan once complete.
3. the Panel welcomes the strategic review of council assets and the reassurance that the resources and skills are now in place.
4. the Panel requests that the evaluation of 'Active Streets' and any details of any further roll-out be provided to members.
5. information on progress with the Leyland Loop be provided to members of the Panel.
6. the Panel commends the council's approach to supporting residents during the pandemic and the reassurance that the Council will continue to support residents.

The Leader of the Council praised the Council's performance during Quarter 1 2020/21 in light of the CO-VID 19 pandemic and thanked officers for their hard work during a challenging period. He stressed that the pandemic is still ongoing and that the recovery had yet to commence.

Members and non-members of the Cabinet discussed and commented upon the report. A comment was made with regard to slippage on Member Development due to CO-VID 19 and whether PDPs / training could now be resumed given the Council's recent investment in technology such as iPads. The Director of Governance indicated that progress had merely been delayed due to the pandemic and that officers were now looking at using the new software to facilitate this. Further to this the Leader of the Council confirmed that a hybrid meeting of the Member Development Steering Group would be held in the next 2-3 weeks.

Councillor Walton expressed concern about the closure of project MH2K and its effect on the mental health of young people. The Interim Chief Executive clarified

that although this project had closed, the work of the Council in this area had not. It was agreed Cllr Walton would receive further detail about this following the meeting.

An enquiry was made regarding delays on the work of Green Links due to furloughed staff. The Leader of the Council indicated that he was confident the Council would soon get back on track.

Decision made (unanimously):

1. That Cabinet accepts the recommendations of the Scrutiny Budget and Performance Panel made at its meeting on 14 September 2020.
2. That Cabinet welcomes the report and thanks officers for their hard work during a challenging period.
3. That, following detailed consideration and comments, Cabinet notes the report.

Reasons for Decision

The Council's performance framework sets out the process for reporting progress against the objectives of the Corporate Plan. Robust monitoring ensures that the Council continues to deliver its priorities and achieves the best outcomes for residents.

Alternative Options Considered and Rejected

Not applicable.

128 South Ribble Housing Strategy and Prevention of Homelessness and Rough Sleeping Strategy

The Cabinet Member for Planning, Regeneration and City Deal presented a report of the Director of Planning and Property detailing two draft strategies for consideration and approval as follows:

- Draft South Ribble Housing Strategy 2020-2025
- Draft Prevention of Homelessness and Rough Sleeping Strategy 2020-2025 (including South Ribble Homelessness Review 2020)

Councillor Bretherton enquired as to whether there was any interest in the borough in self and custom build housing. It was agreed that the Director of Planning and Property provide the relevant figures after the meeting.

The Cabinet Member for Planning, Regeneration and City Deal confirmed that all 7 responses to the consultation on the Housing Strategy had been detailed in full in the report. The Leader of the Council indicated that both strategies presented were excellent and timely, particularly the Prevention of Homelessness and Rough Sleeping Strategy in light of the challenges ahead arising from the pandemic.

Decision made (unanimously):

1. That Cabinet notes the consultation that has been undertaken on the two draft strategies, the comments and feedback received during the consultation period and the improvements made to each of the strategies based on the feedback received.
2. That Cabinet endorses the approval and adoption of the of each of the strategies to deliver the Council's priorities for housing in South Ribble.

Reasons for Decision

1. To enable the Council to achieve its housing priorities and direct resources to delivering specified actions as identified in each of the strategies.
2. To enable a clear vision and strategic approach to the Council's housing services for the borough to 2025.
3. To meet the Council's statutory duty under the Homelessness Act 2002 to carry out review of homelessness and rough sleeping in the borough and to publish a strategy to prevent homelessness and rough sleeping.

Alternative options considered and rejected

1. The Cabinet could have chosen not to adopt the South Ribble Housing Strategy 2020-2025. However, the Housing Framework 2017-2020 is now out of date with the housing landscape having changed since this document was approved. Given the strong priorities for housing in the Council's Corporate Plan it is important to set a clear vision and strategic approach for housing across the borough and to be able to respond to opportunities and challenges that may arise.
2. The Cabinet could have chosen not to adopt the Prevention of Homelessness and Rough Sleeping Strategy, however it is a legal requirement to have a strategy, pursuant to the Homelessness Act 2002, and this was therefore rejected.

129 South Ribble Extra Care Scheme

The Cabinet Member for Health, Wellbeing and Leisure presented a report of the Director of Planning and Property, the purpose of which was to provide Cabinet with an update on plans to bring forward an extra care scheme within South Ribble; identify and recommend a preferred site for the development of an extra care scheme; and to seek approval to procure and finance a consultant team to undertake a feasibility study and prepare a business case for the scheme.

The Cabinet Member referred to a visit to a similar facility at Chorley, with which he was very impressed. He said he hoped that once the feasibility study had been completed the scheme would commence in 2020/21.

The Leader of the Council reported that with regard to funding, it was expected that Homes England would be announcing their next tranche next week. The Interim Chief Executive indicated that it may be possible to link the scheme to the Town Deal but this would need to be looked at.

In response to an enquiry with regard to sites for development generally and in particular a new site for the Leisure Centre, the Cabinet Member for Health, Wellbeing and Leisure confirmed a potential site was being considered.

It was confirmed that the detailed revenue costs regarding the Extra Care Scheme would be presented to Cabinet for approval in due course.

Decision made (unanimously):

1. That Cabinet approves the recommended site West Paddock for the development of an extra care scheme.
2. That Cabinet approves the procurement of a suitable consultant team to undertake a feasibility study and develop a business case into the scope and viability of an extra care team to be built on land at West Paddock including for financial and legal advice where required.
3. That Cabinet approves a revenue budget figure of £50,000 to allow for the initial feasibility study, business case, financial and legal advice.
4. That Cabinet requests that officers work with Homes England on the funding of an Extra Care Scheme in the South Ribble Borough.
5. To bring back to Cabinet a report detailing the initial feasibility study and business case to progress an extra care scheme.

Reasons for Decision

1. To meet a key Corporate Plan objective of supporting communities, through the provision of quality new affordable homes enabling elderly residents within the Borough to live healthier and independently for longer.
2. South Ribble has an ageing population with residents living longer and often presenting with more complex care and support needs. Extra Care housing enables residents to draw on care and support to meet their needs whilst retaining an independence not possible within the traditional residential care environment.
3. Lancashire County Council's Housing with Care and Support Strategy 2018-2025 sets a strategic aim to have at least 1 extra care scheme in each district by 2025 highlighting a need for at least 204 extra care homes in South Ribble by this time.
4. Before the Council can look to develop its extra care plans any further, a decision needs to be taken to identify the site location for a scheme. The chosen site must be of a suitable size and location to accommodate this type of development.
5. On confirmation of a chosen site, the Council can proceed with the first stage of the project which will involve the preparation of a feasibility study and business case. Once complete, this work will be reported back to Cabinet.

Alternative options considered and rejected

1. Do nothing – the Council could have chosen not to develop an extra care scheme; however, this option was rejected as it would not achieve this Council's priorities, the County Council's priorities and would not address the housing needs of the borough's ageing population.
2. Alternative site – an alternative site could have been chosen to develop a scheme. This option was rejected. A number of sites have been considered during the identification process, however these sites have been discounted due to site suitability, location and deliverability.

130 Worden Park Overflow Car Park

The Cabinet Member for Environment presented a report of the Director of Neighbourhoods and Development requesting Cabinet approval to accept the most economically advantageous tender and to spend the allocated budget for the proposed works to the reinforced grass overflow car park at Worden Park, Leyland. The report relates only to the proposed physical works to the overflow car park.

The Cabinet Member outlined a proposed timetable for the work, i.e. it was hoped that work would take around 10 weeks, starting end Sept/early Oct and completed in mid-late January 2021. Following settlement work, it was anticipated that the car park would re-open for March/April 2021. She confirmed that the cost of £104,095.32 quoted in Table 1 was a fixed price for the work.

Assurances were given that the Council would take all possible legal protections for the Council within the terms of the business contract and that all technical specifications would be subject to appropriate checks during installation.

Decision made (unanimously):

That Cabinet agrees:

1. That tender no.2 in Table 1 is accepted for the construction works at the overflow car park in Worden Park and the contract awarded to this bidder accordingly.
2. That permission is granted to spend the budget of £120,000 in the capital programme for these works.

Reasons for Decision

1. Council approved the current corporate plan 2018/2023 in February 2019. The Corporate plan identifies a series of key programmes under a number of headings including Health and Wellbeing. The capital improvement programme for green links, parks and open spaces approved in February 2019 includes £120,000 for works to the overflow car park at Worden Park and the scheme was included in the Green Links Cabinet report of June 2019.

2. Areas of the car park's surface require attention following 24 months of heavy usage and the layout of the car park requires amendments to deter excess speed and antisocial behaviour by some drivers using the car park.

Alternative options considered and rejected

1. Two alternative options were considered, firstly, the option of doing nothing and continuing with the car park in its current layout and condition. This was rejected as the current roadways have become uneven in places and therefore require relaying. The open nature of the car park has also encouraged excess speeds and antisocial behaviour by some drivers which requires addressing to maintain a safe environment for visitors.
2. Secondly, the option of replacing the reinforced grass surface with a macadam surface was considered. Whilst this would provide a surface suitable for constant high use, it would not be in-keeping with planning requirements and constructing a surface for continuous high usage would only be required for usage beyond that required for the park.

131 McKenzie Arms Development

The Cabinet Member for Finance, Property and Assets presented a report of the Director of Planning and Property bringing forward to Cabinet the proposed development of 15 homes for affordable rent at the former McKenzie Arms site which achieved full planning permission at Planning Committee on 27th August 2020.

The report sought approval to move to the next stage of the project which included appointing a partner to work with the Council to take the project through to the construction and delivery phase. This will be achieved through the adoption of a suitable procurement strategy. The report also informed the Cabinet how the day to day operation of the new homes at the McKenzie Arms development will be run and managed on an ongoing basis.

The Cabinet Member highlighted the fact that the homes would be social rented housing and that he hoped building would begin early next year.

He also responded to a query about the terms of the development and potential 'right to buy'. He explained that options such indemnity insurance were being explored to protect the Council from such risks.

Decision made (unanimously):

1. Cabinet welcomes the decision taken by Planning Committee on 27 August 2020 to approve the application for the development of 15 new homes for affordable rent of the former McKenzie arms site.
2. Cabinet approves an increase to the capital budget from £2.217m to £2.253m to deliver the scheme and agrees to commit Section 106 commuted sums funding to cover this additional £36k forecast cost.
3. Cabinet requests that Officers undertake an open procurement route evaluated based on cost, quality and social value for the project which allows

for the new affordable housing development achieving the Passivhaus standard which represents the very highest quality in terms of environmental outcomes.

4. To bring back to Cabinet a further report to approve the contractor to deliver the McKenzie Arms project.
5. That Cabinet requests Officers to explore Homes England funding if a new round of funding becomes available.
6. That Cabinet notes the advice received in relation to the Right to Buy implications and to agree to resolve the issue of a potential overage claim through the purchase of indemnity insurance if required.
7. That Cabinet notes the outcome of the audit in to the original purchase of the McKenzie Arms site.

Reasons for Decision

The development of the McKenzie Arms site represents a key priority within the Council's revised Corporate Plan which is to deliver an increased number of affordable homes for rent in the South Ribble Borough.

To take the McKenzie Arms project forward, these key decisions needed to be taken by Cabinet.

Alternative Options Considered and Rejected

An alternative option would be to nothing. This was rejected as it would not deliver the Council's Corporate Plan objectives and would leave the site underutilised. In addition, the Council currently has large sums of Section 106 funding and some of this funding has been committed to delivering the scheme. If this funding is not utilised the Council would be open to risk of having to pay it back to the relevant developer.

132 Budget Monitoring 2020-21 - Quarter 1

The Cabinet Member (Finance, Property and Assets) presented a report of the Deputy Director of Finance (Section 151 officer) explaining the Council's overall financial position for quarter 1 of the financial year 2020-21. He stressed that due to the circumstances surrounding CO-VID 19 re-profiling may need to take place again.

Councillor Bretherton asked a question with regard to the Bellis Way Playground. He said that there had been forecast of £20k and the budget was now £30k. The Director of Neighbourhoods and Development confirmed that the budget was £30k (match funding). The Cabinet Member for Environment agreed to investigate and report back after the meeting.

Decision made (unanimously):

1. Cabinet notes and accepts the recommendations of the Scrutiny Budget and Performance Panel made at its meeting on 14 September 2020.
2. Cabinet notes the contents of this report including the forecast £29,000 underspend in 2020/21.
3. Cabinet approves the allocation of the £150,000 staffing savings target and the £37,000 residual shared services savings target against the £499,000 forecast staffing underspend.
4. Cabinet approves the use of general reserves for one-off increases to the revenue budget in relation to the following items:
 - a) Dial-a-ride £20,000
 - b) IDOX Enterprise and Capability Review £26,000
 - c) Extra Care preparatory work £50,000
5. Cabinet approves the re-profiled budgets for the capital programme, which reflects forecasted underspend against the existing budgets, as detailed in Appendix C.

Reasons for Decision

The Cabinet's decisions reflect the recommendations of the Section 151 officer, which will ensure the Council's best overall financial position.

The overall forecast for 2020/21 for the revenue budget is a net surplus of £29,000. A summary of the variances by directorate is shown in Table 1, and a detailed list of the main variances within each directorate is shown in Table 2.

In addition, it is requested that £67,000 (Table 3) is allocated against the current general fund balance of £4.239m leaving £4.172m remaining. It should be noted that this use of the general fund will be reviewed throughout the financial year and may not be required if further underspends are identified in 2020/21.

The forecasts for staffing costs are an overall saving of £499,000. It is recommended to allocate the full £150,000 staffing savings target. Also, it is recommended to allocate an additional £37,000 from the areas of forecasted underspending to cover the deficit against the shared services savings figure.

The report outlines the impact Covid-19 has had on the budget in 2020/21 including the additional grant funding received and the management of the business grant schemes.

The total capital spend including commitments in 2020/21 is £2.768m, which is 29% of the total budget of £9,614. Appendix C gives the details for individual schemes and the revised forecasts, both for 2020/21 and the following 3 years.

Cabinet approved a number of one – off revenue budget increases for the following reasons:

Dial-a-ride

A delegated decision was approved in June to provide grant support of £20,000 per year to the delivery of Dial-a-Ride service in South Ribble. It is requested to use the general reserve to fund the cost in 2020-21.

IDOX Enterprise and Capability Review £26,000

In January 2020 Cabinet approved this capital scheme for £146,000, which has been added to the capital programme. Approval was also given to fund one-off revenue setup costs of £20,000 using the surplus in 2019-20. However, at outturn the cost was expected to be higher but we did not yet have the exact figure. Therefore no carry forward request was made and instead it is now requested to use the general reserve to fund the confirmed cost.

Extra Care preparatory work £50,000

The capital programme includes a £10m budget for constructing a new Extra Care facility. As per the Extra Care Scheme report, it is requested to use the general reserve to create a revenue budget of £50,000 for the initial feasibility study and business case as well as financial and legal advice.

Alternative Options Considered and Rejected

None, for the reasons given above.

133 Exclusion of Press and Public

Decision made (unanimously):

That the press and public be excluded from this meeting.

134 Vehicle Procurement

The Cabinet Member for Finance, Property and Assets presented a report of the Director of Neighbourhoods and Development detailing the Council's vehicle and plant replacement programme, which includes for the replacement of five refuse collection vehicles, two compact sweepers and one four wheel drive five cylinder ride on mower. The report requests approval to commit capital expenditure and accept the most economically advantageous tenders for the procurement of the vehicles.

A question was asked with regard to the implementation of increasing the environmental impact from the current 5%. The Cabinet Member for Environment indicated that would fall under her portfolio and the Climate Emergency Task Group. However, in practice it would be over a number of years.

Decision made (unanimously):

That Cabinet agrees:

1. To award the tender for vehicle specification 1 (1 No Open Back Electric Twin Split Lifts Refuse Collection Vehicle) to tenderer No.3
2. To award the tender for vehicle specification 2 (1 No Open Back Trade Waste Lift Refuse Collection Vehicle) to tenderer No.6

3. To award the tender for vehicle specification 3 (3 No Standard Twin Pack Triple Electric Split Lifts Refuse Collection Vehicle) to tenderer No.2
4. To award the tender for vehicle specification 4 (2 No Compact Sweepers) to tenderer No.4
5. To award the tender for (1 No Four Wheel Drive, Five Cylinder, Ride on Mower) to tenderer No.1
6. To approve capital expenditure as detailed in paragraph 7 of the confidential report in compliance with financial regulations.

Reasons for Decision

To enable the continued delivery of services to residents of the borough through the provision of effective and suitable vehicles. It also presents the opportunity to reduce the current levels of particulates released in to the air and reduce air pollution within the borough.

The tenderers represent the most economically advantageous for the Council.

Alternative options considered and rejected

The retention of the existing vehicles was considered however maintenance costs for these vehicles has now started to show a steep increase, and over time these will become unreliable leading to a deterioration in the service provided to residents. It would also remove the opportunity to reduce the current levels of particulates released in to the air and reduce air pollution within the borough.

Consideration has also been given to the contract hire of vehicles, an exercise was carried out to identify the whole life costs of the existing vehicles, which in the case of the refuse vehicles is £28,100 per year over a seven year period compared to an average price of £43,100 per year for contract hire identifying an increase of 30% over outright purchase and in house maintenance.

135 Disposal of land at Four Oaks Road, Walton Summit

The Cabinet Member for Finance, Property and Assets presented an original report and supplementary report of the Director of Planning and Property with regard to disposal of land at Four Oaks Road, Walton Summit. The supplementary informed Members of a development in the process subsequent to the publication of the agenda.

Members discussed the matter outlined in the supplementary report.

Decision made (unanimously):

That Cabinet agrees the disposal of approximately 1.03 acres of land at Four Oaks Road, Walton Summit and delegates responsibility for agreeing the disposal process to the Director of Planning and Property in consultation with the Leader of the Council.

Reasons for Decision

The Cabinet felt strongly that the matter referred to in the supplementary report required further consideration prior to a final decision being taken.

Alternative Options Considered and Rejected

An alternative option would have been to proceed as per the original report, however this was rejected for the reasons given above.

136 Financial support for SERCO due to Corona Virus crisis

The Cabinet Member for Health, Wellbeing and Leisure presented a report of the Assistant Director for Projects and Development to update members on the negotiations between Serco Leisure Operating Ltd (SLOL) and the council officers with regard to the council offering financial support to the leisure provider.

Decision made (unanimously):

That Cabinet approves the recommendations detailed at paragraphs 3, 4 5 and 6 of the confidential report.

Reasons for Decision

There may be legal and contractual issues for the Council arising from not reaching an agreement.

Alternative Options Considered and Rejected

None, for the reasons given above.

Chair

Date

South Ribble Borough Council – Forward Plan

For the Twelve Month Period: 1 October 2020 - 30 September 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.

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

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

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

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

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

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

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

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

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

Gary Hall
Interim Chief Executive

Last updated: 06 October 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 where there is an intention to hold part of the meeting in private: Cabinet 14 October 2020 and 11 November 2020; Council 25 November 2020							
Leader of the Council							
Shared Services Phase 1: Service Reviews	Cabinet	Leader of the Council		14 Oct 2020	This report contains information likely to reveal the identity of an individual. (Paragraph 2)		Report of the Interim Chief Executive
South Ribble Prevention Zone Framework To update Cabinet on changes to the South Ribble Local Prevention Zone Framework.	Cabinet	Leader of the Council		14 Oct 2020			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
Options for council rebrand An update on progress with options for a new logo and brand for the authority.	Cabinet	Leader of the Council		14 Oct 2020		South Ribble Borough Council branding	Report of the Head of Shared Financial Services
South Ribble Directorates Future Structures and Staffing Paper to agree new structures, staffing levels and areas of responsibility for the current Directorates of Planning and Property and Neighbourhoods and Development.	Cabinet	Leader of the Council		11 Nov 2020	This report contains 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. (Paragraph 4)		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Corporate Performance Framework Review	Cabinet	Leader of the Council		11 Nov 2020			Report of the Interim Chief Executive
Period 2 (July - September) Quarterly Performance Monitoring Report 2020/21	Cabinet	Leader of the Council		11 Nov 2020			Report of the Interim Chief Executive
Quarter 3 (October - December) Performance Monitoring Report 2020-21	Cabinet	Leader of the Council		24 Mar 2021			Report of the Interim Chief Executive
Urgent Decisions Taken Due to COVID-19 Pandemic	Cabinet	Leader of the Council		14 Oct 2020			Report of the Assistant Director of Scrutiny and Democratic Services

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future of City Deal To provide a report to Full Council of the options available for the future of the City Deal.	Council	Leader of the Council		25 Nov 2020	The report contains information containing financial and/or business affairs of the Council and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.		Report of the Director of Planning and Property
Cabinet Member (Health, Wellbeing and Leisure)							
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	14 Oct 2020			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
South Ribble Leisure Facilities Strategy and future Management Options To bring forward to Cabinet a draft South Ribble Leisure Facilities Strategy and future Management options for the Leisure Centres going forward	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Significant effect in 2 or more Council wards.	14 Oct 2020			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
Refurbishment of Hurst Grange Park Coach House, Penwortham Report seeking permission to spend the allocated capital budget and to award the building works contract for the refurbishment of Hurst Grange Park Coach House, Penwortham	Cabinet	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	14 Oct 2020			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
Refurbishment of Playgrounds at Hurst Grange Park, Penwortham & Bellis Way, Walton-Le-Dale Report seeking permission to spend the capital budget for Hurst Grange Park and Bellis Way Playgrounds and permission to award the contract for Hurst Grange Park Playground	Cabinet	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	14 Oct 2020			Report of the Director of Neighbourhoods and Development

Cabinet Member (Community Engagement, Social Justice and Wealth Building)

[illegible]

[illegible]

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
Budget Monitoring 2020-21 Quarter 2	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	11 Nov 2020			Report of the Director of Finance and Assurance Services (Sc 151)
Budget Monitoring 2020-21 Quarter 3	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	24 Mar 2021			Report of the Director of Finance and Assurance Services (Sc 151)
Sale of land at Browndge Road, Bamber Bridge Sale of Council land at Bamber Bridge to Network Rail	Cabinet	Cabinet Member (Finance, Property and Assets)		11 Nov 2020	Financial and business affairs of a third party including the Council		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
Neighbourhood Services Integrated Management System To update Cabinet on the steps taken in relation to a Tree Inspections and Maintenance system following the audit findings presented to Governance Committee on 16th June 2020.	Cabinet	Cabinet Member (Environment), Cabinet Member (Finance, Property and Assets)		11 Nov 2020			Report of the Director of Customer and Digital, Director of Neighbourhoods and Development
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.	11 Nov 2020		None	Report of the Assistant Director of Property and Housing

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REPORT TO	ON
CABINET	Wednesday, 14 October 2020



TITLE	PORTFOLIO	REPORT OF
Urgent Decision Taken Due to COVID-19 Pandemic	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

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

PURPOSE OF THE REPORT

1. To formally report to Cabinet on the urgent decision taken in accordance with the Council's constitution due to the COVID-19 pandemic.

PORTFOLIO RECOMMENDATIONS

2. Cabinet is asked to note the report.

REASONS FOR THE DECISION

3. To ensure Cabinet is made aware of the urgent decision taken in accordance with the Council's constitution.

CORPORATE OUTCOMES

4. 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

5. Due to the COVID-19 pandemic the Council was required to cancel all Member meetings. It was therefore necessary to use the urgent decision procedure in accordance with section 35 of the Council's Constitution. Whilst hybrid meetings have now commenced some urgent decisions have been required primarily linked with the pandemic.
6. The constitution allows for urgent decisions to be taken by the Chief Executive in consultation with the Leader/relevant Cabinet Member.
7. Additionally it was decided that the Scrutiny Chair should confirm that he was satisfied that there was genuine urgency before any urgent decision was taken (rather than just where decisions might be outside the budget or policy framework as required in the constitution).
8. Urgent decisions were only taken where this was absolutely necessary and where possible advance notice was provided that the decision was to be taken in the weekly update sent to all Members.
9. In order to provide full transparency the decision reports and notices are published on the Council's website and again made available to all Members.

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

10. Cabinet is asked to note the following urgent decision, which was taken in accordance with the Council's constitution:

28 September 2020	Test and Trace Support Payment of £500
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A copy of the report and decision notice were published when the urgent decision was taken and are available by following this weblink:

<https://southribble.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13240>

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

11. Consultation details were included in the individual urgent decision report considered.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. Not applicable to this report. Alternative options were included in the individual urgent decision report considered.

AIR QUALITY IMPLICATIONS

13. None as a result of this report. Implications were included in the individual urgent decision report considered.

RISK MANAGEMENT

14. None as a result of this report. Risk issues were included in the individual urgent decision report considered.

EQUALITY AND DIVERSITY IMPACT

15. None as a result of this report. Equality and diversity impact was included in the individual urgent decision report considered.

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. This report informs Cabinet of the urgent decisions taken. Statutory Finance Officer comments were provided on the urgent decision taken.

COMMENTS OF THE MONITORING OFFICER

17. We are satisfied that the decision that has been made is in accordance with the relevant provisions of the Constitution. Clearly the exceptional circumstances we were confronted with required a more extensive use of urgency powers than would normally be the case.

BACKGROUND DOCUMENTS

The individual urgent decision report mentioned above is available by following this weblink:

<https://southribble.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13240>

APPENDICES

None.

Darren Cranshaw
Assistant Director of Scrutiny and Democratic Services

Report Author:	Telephone:	Date:
Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services)	01772 625512	05/10/20

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REPORT TO	ON
CABINET COUNCIL	Wednesday, 14th October 2020



TITLE	PORTFOLIO	REPORT OF
South Ribble Prevention Zone Framework	Leader of the Council	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To seek approval from the Cabinet for the updated South Ribble Local Prevention Zone Framework.

PORTFOLIO RECOMMENDATIONS

2. Cabinet approves the South Ribble updated Local Prevention Zone Framework and notes that this is a dynamic document that will be amended on a frequent basis in line with the dynamic risk-based response.

REASONS FOR THE DECISION

3. The South Ribble Local Prevention Zone Framework sets out how the Council will work with partners, businesses and the public at a local level to prevent, contain and manage outbreaks. Successful local management will break the chains of COVID-19 transmission to enable people to return to and maintain a more normal way of life.

CORPORATE OUTCOMES

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

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

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

5. Managing outbreaks is a very dynamic process and the overarching aim of this framework is to ensure that we have plans both to act preventatively to stop outbreaks and to act at the earliest stage of local incidents to prevent a COVID-19 outbreak spreading further.
6. Wherever possible, actions to address outbreaks of COVID-19 will be undertaken in partnership with local communities, on the basis of informed engagement and consent.

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

7. This Framework sets out how the Council will work with local partners, businesses and with the public at a local level to prevent, contain and manage outbreaks.
8. The Framework details the current situation of both pillar 1 and pillar 2 cases in South Ribble and shows low levels of COVID-19 cases at this current time. This is a very active situation but currently South Ribble is RAG rated **RED** by Public Health England. The rating was given as the threshold of cases is exceeded for two or more of the 14 most recent days regardless of the magnitude of the exceedances.
9. The Lancashire Resilience Forums rating of South Ribble undertaken by the Joint Intelligence Planning Group chaired by the Director of Public Health RAG rate South Ribble as **RED** based on the rising number of cases. South Ribble is now subject to national interventions as is the rest of Lancashire apart from Blackpool.

10. The national interventions which came into force on the 22nd September and introduced the following Regulations:

- That interhousehold mixing in private dwellings and gardens is prohibited
- That the hospitality sector (food and drink) be limited to table service only
- That the night time economy be subject to closing between 22:00 and 05:00

Guidance:

- Residents are advised to only use public transport for essential purposes, such as travelling to school or work
- Residents are advised against attending amateur and semi-professional sporting events as spectators

11. Following approval of the first report on the 5th of August several changes have been made. These changes include:

- Amendments to the situational report as the Council now has access to the postcode data which has enabled us to identify the following wards of concern Earnshaw Bridge, Farington, St Ambrose, Broadfield, Howick and Priory.
- Access to postcode data has enabled the Environmental Health Team to focus their efforts on the preventative work in those identified areas. Over 50 visits have been made businesses in these areas.
- The action summary has been updated with several key changes to note. Epidemiological data is now being used to identify areas of concern to enable the Council to focus on how best to target our work. The data currently shows that community transmission is how COVID is spreading in South Ribble. Therefore, the Council's communications have been focusing on how to stop the spread including advice on hand washing, face masks and social distancing.
- Another key change is a clarification on enforcement of the Health Protection (Coronavirus, Restriction) (England No3) Regs 2020. The Council has an agreed protocol with Lancashire County Council on how to use Regulation 3 of the Act for direction to any individual premises, event or public place if they feel there is an imminent serious risk to public health.
- An additional three annex documents have been added which include the battle rhythm for triggering task force activity and declaring a Local Prevention Zone, the LCC Covid-19 Response and Containment offer (Key contact section has been removed) and details on the mobilisation of testing units.

12. The first meeting of the Joint South Ribble and Chorley Task Force met on the 5th August and will meet on a weekly basis to make decisions on the battle

rhythm of the work each Council is undertaking to prevent, contain and manage outbreaks. The team has also been joined by the Police.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

13. Community support and protecting community cohesion is crucial for the success of this plan, as it requires behaviour change and awareness of how cultural norms affect infection rates. We have an existing community engagement network to enable us to communicate with key community contacts, elected members, and stakeholders in the relevant wards, as well as pan-borough representative groups, to inform them of the situation, and provide reassurance. We are engaging with our community via social media and specifically raising awareness in high risk settings.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. The alternative option is to continue with the status quo.
15. If the status quo was to be maintained, it is likely that the Council would not have an agreed framework to clarify responsibilities and empower the Council to take preventative action and make strong decisions locally.

AIR QUALITY IMPLICATIONS

16. NONE.

RISK MANAGEMENT

17. The key risk if a framework is not approved is that the Council will not have framework of how the Council will work with partners, businesses and with members of the public at a local level to prevent, contain and manage outbreaks of COVID-19.

EQUALITY AND DIVERSITY IMPACT

18. As discussed where ever possible any actions to address outbreaks of COVID-19 will be undertaken in partnership with the local community and this will consider the equality and diversity impact of any decisions made.

COMMENTS OF THE STATUTORY FINANCE OFFICER

19. The framework describes the need to increase capacity. Three new post of Health Protection Practitioner and two assistant post has been created and will be funded by LCC (£72,850 up to 31 March 2022). LCC will also provide additional funding of £45,989 up to 31 March 2022) to support other costs that may be required, for example staff doing additional work out of hours or overtime.

COMMENTS OF THE MONITORING OFFICER

20. It is imperative of course that the council continues to work effectively and proactively with its partners and the public to tackle the continuing challenges posed by COVID-19. An effective dialogue with the Upper Tier Authority (County Council) is particularly important. The Framework in question is a document that will need to be updated on a regular basis to reflect the changing circumstances that we are dealing with.

BACKGROUND DOCUMENTS

There are no background papers to this report.

APPENDICES

Appendix A Updated South Ribble Local Prevention Framework.

Jennifer Mullin
Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Jennifer Mullin (Director of Neighbourhoods and Development)	01772 625329	05/10/20

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LRF COVID 19

SOUTH RIBBLE Local Prevention Zone

DRAFT Framework for local plan

Dated 16th September 2020

1. Assessment

LOCATION	South Ribble Borough Council
DYNAMIC RISK ASSESMENT	SEE ANNEX B
DATE FRAMEWORK LAST REVIEWED	05.10.20

2. Situation

Using indices of positive cases in pillar one and pillar two, positivity rates and exceedance reports it is apparent that the incidence of coronavirus is increasing at an alarming rate across Lancashire in general, and the number of cases of coronavirus per 100,000 people is increasing in South Ribble with cases having increased to 139.3 per 100,000 (04.10.20). Over the last 7 days there has been an increase of testing to 185.5 per 1000,000 population and the percentage of people testing positive is 10.7% which is increasing. There have been three recorded community outbreaks and 154 confirmed cases within the last 7 days.

Currently South Ribble is RAG rated Red. A RED rating is given if the threshold is exceeded for two or more of the 14 most recent days regardless of the magnitude of the exceedances, OR if the observed cases per 100 tests is greater than the forecast mean value for 12 of the 14 most recent days. An AMBER rating is given if the threshold is exceeded for only one of the 14 most recent days, OR if the observed cases per 100 tests is greater than the forecast mean value for 10 or more of the 14 most recent days. Otherwise a GREEN rating is

The epidemiological report indicates that cases are reported in a widespread number of wards in South Ribble with Farington, St Ambrose, Broadfield, Earnshaw Bridge, Howick and Priory being the most affected areas within the last 7 days.

The Council is now subject to national interventions which came into force on the 22nd September and introduced the following Regulations:

- That interhousehold mixing in private dwellings and gardens is prohibited
- That the hospitality sector (food and drink) be limited to table service only
- That the night time economy be subject to closing between 22:00 and 05:00

Guidance:

- Residents are advised to only use public transport for essential purposes, such as travelling to school or work
- Residents are advised against attending amateur and semi-professional sporting events as spectators

3. Purpose of this plan

The aim of this plan is to reduce the rates of COVID-19 in South Ribble and ensure continued compliance by both businesses and the members of the public with Covid-safe regulations in order to maintain low rates of infection.

Key messages around the need for the community to continue to understand we all have a part to play to help tackle the virus. Messages to our community will continue:

- stay at home as much as possible
- limit contact with other people – comply with the rule of 6
- keep your distance from people not in your household (2 metres apart where possible)
- wash your hands regularly
- Do not leave home if you or anyone in your household has symptoms.

Proactive working with our Business community is key to keeping the rates low in South Ribble. An education campaign has been undertaken with our local businesses and to ensure businesses will not become complacent regular visits are continuing to be made to all high-risk businesses on the district. More high-risk businesses have opened over the past weeks including leisure operations, gyms and facial beauty and these businesses are being targeted. Messaging to businesses have been quite confusing especially for small businesses and we will help them understand their duty to ensure they are maintaining good standards of compliance in their premises.

South Ribble has developed a community hub which has supported our vulnerable residents to stay at home and limit contact with other people. The hub will continue to support our residents during this next phase of the pandemic.

4. What impacts do we want to have?

- To reduce sources and rates of transmission
- To promote symptomatic testing
- To educate and reassure the local population with general messaging
- To educate targeted groups
- To improve case finding with daily data
- To bring about more timely contact tracing

- To increase asymptomatic testing
- To restrict mass gatherings

5. Where is this happening?

As of the 5th October geographically the cases are occurring in a wide spread number of wards with Farington, and Howick and Priory being the most affected wards. It is not possible to pin point the contributing factors to these cases, but Community transmission is the most likely cause.

Currently rates in South Ribble are increasing at an alarming rate and the area is now subject to national interventions. Work is ongoing to target the high-risk community and business settings. These include education campaigns in houses of multiple occupation, shelters, homeless accommodation and in businesses in the food, beauty and leisure sector.

In addition, South Ribble Borough Council has been working to bring about more timely contact tracing. The team is currently working with our partners to look at the feasibility of South Ribble Borough Council undertaking an element of contact tracing. In principle if the national tracing team are unable to contact a resident in South Ribble within 24 hours the case will be referred to the Council who will contact the resident via phone, email, SMS message and visit with all of the available contact details we have to undertake the contact tracing.

6. Community Support

Community support and protecting community cohesion is crucial for the success of this plan, as it requires behaviour change and awareness of how cultural norms affect infection rates. We have an existing community engagement network to enable us to communicate with key community contacts, elected members, and stakeholders in the relevant wards, as well as pan-borough representative groups, to inform them of the situation, and provide reassurance. We are engaging with our community via social media and specifically raising awareness in high risk settings.

We will discuss the messages with our community to ensure any proposed measures are supported by the community. We will link in with our BAME groups to ensure messages are sent on a risk-based approach.

Mobilising a whole systems approach will be the most effective means of ensuring that the borough can reduce rates of community transmission which involves working with our partners in LCC, local NHS and the police.

7. Dynamic Risk Assessment

We are adopting a dynamic risk assessment framework, based on our intelligence and evidence base to inform the local plan. We intend to use this as a guide to review the situation across our localities on a regular basis. We will adapt this as national policy evolves.

The current Dynamic Risk Assessment Status for South Ribble is rated **RED** as very local community transmission has been identified and additional national intervention and public appeal is needed. As can be seen in Annex B the suggested measures are cumulative and sequential. The measures are proportional to risk of impact to community. Annex D details the Battle Rhythm for Triggering Task Force Activity and Declaring a Local Prevention Zone. The

action plan set out below will support the council in preparing should the situation worsen and the rating change.

We are reviewing the situation and actions daily on the SCG pacesetter based on the test positivity 1.7 %, positive per hundred thousand, effectiveness of NHS test and trace service, and all the local intelligence we collect. Our ongoing monitoring and public health professional assessment may trigger more interventions as appropriate and will also be used to deescalate measures. Other indicators will be used such as:

- Trend on small areas (MSOAs, LSOAs) worsening
- NHS 111 triage
- Hospital admissions
- Outbreak surveillance
- Soft Intelligence e.g. changes to testing/local behavioural intelligence

1) Plan and Course of Actions

The plan and course of action in South Ribble is to ensure the rates of community transmission are low by focusing on community engagement, to ensure national and local guidance is followed; promoting uptake of testing; enhanced inspection support; monitoring.

- a) Lancashire Resilience Forum (LRF) Warning and Informing Cell will disseminate key messages across the borough and county, continuing to provide the national information on preventative measures that the public can take to reduce the transmission of the virus, signposting testing opportunities and advising on the action needed after a positive test result in order to prevent further transmission. These key messages will be disseminated by South Ribble Borough Council via social media and main stream media and will also be targeted at our vulnerable to the virus in our community.
- b) The South Ribble Borough Council's Environmental Health and Communities team have been conducting inspections of priority settings, to provide engagement and education on infection prevention, 'Covid secure' best practice and, where necessary, enforcement action, to reduce the opportunities for transmission of the virus. Additional recruitment has now taken place and further resources have been transferred into the Environmental Health Team.
- c) Recognising the lessons learned from other areas, and that proportionate interventions should be led by intelligence or evidence, the Director of Public Health for Lancashire, on behalf of the LRF, has made representations to the Department of Health and Social Care and now has day-by-day data.

8. Action Summary

The action plan below will build on the work already undertaken in the borough over recent months to ensure that risks are minimised, which has included:

- Contacting and visiting businesses by sector as restrictions have eased
- Multi-agency response and advice to requests for large-scale gatherings
- Continued communications of messages around Covid-safe and providing an information portal on the Council's web site.

	Action	Owner	Notes including key dates
1	Measures to reduce community transmission: <ul style="list-style-type: none"> • Increase visits from Environmental Health to shops and businesses • Visits made following non-compliant reports. Intelligence lead targeting for smaller businesses. • Advice and guidance issued sector related. • Information sent to vulnerable residents • Increase awareness of support available for people who are isolating. Letters sent regarding the Hub. • Posters in parks and play areas – social distancing. • Audits will be undertaken of high risk premises such gyms and beauty salons. • Recruitment of additional second member of staff to undertake prevent work and outbreak control. 	Environmental Health Team.	Work has been undertaken on education and the audits have started on businesses. A prioritisation plan has been developed and will be reviewed on a weekly basis in light of the epidemiological evidence which will be intelligence lead.
2	Key messages to shops and supermarkets in the borough re face coverings including forewarning about proactive spot checks by council officers	Laura Barton Williams	Social media information was sent out week beginning 27.07.20 and will continue. Letter have been sent to all businesses licenced to sell alcohol regarding spot checks.
3	Produce materials for businesses including posters and advice guides and deliver these to high risk businesses.	Environmental Health Team.	Posters available on web site and advice has been sent to all high-risk businesses. Audit visits have started, and a prioritisation plan has been agreed.
4	Education of community groups including BAME groups to drive behavioural change.	South Ribble Partnership	Partnership meeting undertaken and community groups on board with messaging within the framework.
5	Improve test and trace timelines and discuss with PHE integration of level 2 and 3 contact tracing	Sakthi Karunanithi	<p>Epidemiological data now available indicating impacted ward.</p> <p>Project group established week commencing 14.09.20 to look at the feasibility of SRBC undertaking part of the tracing work.</p>

6	Educate the taxi trade and general information regarding sharing vehicles for work.	Licensing	Information sent and proactive visits being made to operators.
7	Enforcement will be undertaken in the form of improvement notices, prohibition notices or review of Licenced premises if businesses fail to improve.	Environmental Health	Work started and will be reviewed on a weekly basis. Enforcement action in the form of improvement notices have been served in a small number of Businesses.
8	Digital support <ul style="list-style-type: none"> - Web content - Customer Services. Media queries	Laura Barton Williams	Web site hub regularly updated for both resident and business support.
9	Communication Plan to be developed. Compliance with hand-washing, social distancing etc. <ul style="list-style-type: none"> • Recommendations re use of face coverings in enclosed spaces • Don't be a contact i.e. minimising household/social gatherings – • Reinforcement of message the Community Hub is available for support. 	Laura Barton Williams	See below.
10	Communicate with PHE on need for regular data including post code data with local SPOC	Jennifer Mullin	Data now received on a weekly basis. Mapping of the data now available. Agreed to update members on a regular basis from week commencing 10/08/20.
11	Legal powers available for enforcement activities – clarity on roles and responsibility. The Council's current Environmental Health enforcement policy to be used to ensure plan for escalation of enforcement is compliant with powers available.	Jennifer Mullin	Agreed a framework and flow chart on the use of powers and paperwork produced including pro-formas to be used.
12	Gap identified in local testing and capacity needs to be increased in South Ribble. Localised training needed for SRBC staff to run testing centre.	LCC	Plan produced on mobilisation of additional Community test centre if needed. Liaison with Regional Co-ordinating group to identify locations for Mobile Testing Unit. If Community testing site established will need to agree 7/7 working out of

			hours across all Council departments.
13	<p>Location of MTU will be identified dependent on risk analysis. Locations based on population density and deprivation. Two locations being investigated are Runshaw College and Civic Centre Car park.</p>	LCC and SRBC	<p>Risk analysis has been undertaken. Car park at Civic has been identified as approved location.</p> <p>New location has been approved and in use the Park and ride area at the Capitol Centre.</p>
14	<p>In the event of a localised outbreak of Covid 19 within Lancashire, Lancashire County Council (LCC) will support Adult Social Care Providers within care homes, supported living, domiciliary care and any other care settings.</p> <p>In response to a localised outbreak, the county council will support activities to reduce the rate of infection, minimise sources of transmission and contain of specific outbreaks with the following actions;</p>	LCC	See Appendix E
15	<p>Mobilise additional capacity to address outbreak risks and management.</p> <p>Establish a core team of officers who will mobilise if risk rating of area increases. Capacity increased with Health Protection officer.</p> <p>Task Force Membership</p> <p>Gary Hall Interim CEO, Director of Public Health Jennifer Mullin District SPOC LRF Comms Lead Laura Barton-Williams SRBC Comms Lead. Community Action Lead Rebecca Heap RCG Representative.</p> <p>Out of hour arrangements have been established through Lancashire and mutual aid has been discussed and can be called upon.</p> <p>The use of the Council's one front door model will expand our use of community Volunteers to help triage key tasks for the Community Hub.</p>	Jennifer Mullin	Team has been established jointly with Chorley Council and first meeting was held on 5.08.20 and will take place on a weekly basis as and when necessary.

	Ensure coordinated approach across key comms workforce including council, VCFS, NHS, Police etc. Ensure identified SPOC for each group.		
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9. Summary

Cases in South Ribble are on the rise and South Ribble is now subject to national intervention. The Council has been undertaking substantial proactive work in the area. Advice and guidance have been issued to all high-risk businesses and audits are being undertaken. Proactive communications have been undertaken and we will ensure the community is fully aware of both the data and the possible activity and that this is approaching the situation very early to prevent the situation worsening. Engaging with local community including BAME groups and leveraging community leadership is at the heart of the response and actions must be proportionate to the risk.

Lancashire County Council and South Ribble Borough Council remain the key owners of this plan and will have final sign off for actions and messaging with the LRF providing support. This plan will be reviewed regularly as new data arises and subsequent changes or further interventions will be approved by the SCG Leaders and a weekly update provided to the SCG.

Communications Plan

Covid-19 local outbreak

1. Background

This is designed to reach out to local people and businesses, following a stark increase in the number of people who have tested positive for Covid-19 in the South Ribble area.

2. Key Teams

- Communications
- Communities
- Environmental Health
- Investment and Skills
- Partnerships
- Lancashire County Council
- Key agency partners i.e. NHS
- Members
- Customer services
- Leadership team

4. Key dates

N/A	None currently identified – to be added in the event of local restrictions
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5. Communications Objectives

1. To reach key audiences in specific areas of the borough with advice around controlling the spread of the virus
2. To reduce the spread of coronavirus, protecting local people and businesses and allow businesses to safely remain open

6. Key messages

Focus on four "C"s (from WIC)

Clarity

- Be clear, honest and transparent with the public
- Be open about where there are issues, eg testing capacity, and explain how we are playing our part to resolve the issues
- Make all of our messaging as crisp and clear as possible. Where issues are complex link to easy to understand explainers
- Be more responsive on social media

Conscience

- Appeal to people's better nature by encouraging them to follow the restrictions and guidance because it's the right thing to do
- We should be setting a good example to our children to encourage them to be better at following the guidance
- Impact of the ongoing rising infections is significant for people living alone or with mental health issues, so by doing the right thing we will hasten the loosening of restrictions

Community

- Restate the Let's Do It For Lancashire messaging
- Refresh the messages
- Revise visuals

Consequences

- Be more explicit about the consequences for Lancashire
- If it's not brought under control we will be the next Bolton
- If it's not brought under control tougher measures such as curfews will be brought in
- If it's not brought under control we will go back to a full lockdown
- There are personal consequences too – we're issuing fines to people who break the rules and are coming down hard on businesses and individuals who flout the law:
- Pubs have been closed
- Fines of £10,000 have been issued to people holding parties in their homes

Health consequences.

We know that covid is fatal to many vulnerable groups, but even a mild case can be debilitating. Looking for local examples of "long covid".

Messages

Generalised

1. Cases are rising at an alarming rate in the borough.
2. We will go into further lockdown if you don't
3. Everyone needs to play their part to control the spread of the virus. If we don't all stick to the rules, we could go into a local lockdown, like our neighbours across Lancashire
4. We can all protect our family, friends and work colleagues by helping to reduce the spread – do the right thing.
5. Get tested – but only if you have symptoms - by getting a test, you can find out if you have Covid and protect people who are important to you.
6. It is important to isolate for 14 days if you have been around somebody with covid19. You don't need a test if you do not have symptoms.
7. Test and Trace helps us to identify where possible cases could be and reduce the spread.

Reducing the spread

8. Stay at home if you or anyone in your household has any symptoms
9. Wash your hands regularly using soap and water and carry hand sanitiser when you go out
10. Keep your distance from people not in your household
11. Wear face coverings as per national guidance
12. Do not meet up in groups larger than 6 indoors or outdoors
13. Fines are being issued to people who break the rules – it's not worth the risk.

Businesses

14. Make sure your business is covid-secure. See details on our website for advice and support.
15. Non-compliant venues will see enforcement action taken on them.

7. Key resources

- National coronavirus outbreak figures
- Gov. guidance and guidance given from Cabinet office

- NHS and PHE resources
- 8. Audiences**
- Residents;
 - Members;
 - Parish Councils;
 - Local businesses;
 - Staff;
 - Customer services – ensuring all public facing messaging is shared with them;
 - Local & Regional media
 - Lancashire County Council
- 9. Communications tools**
- Traditional press
 - Social media
 - Website
 - Posters in public spaces
 - Paid for print and digital advertising
 - Photography and video
 - Design
 - Printed literature
- 10. Budget**
TBC

Date	Action	Objective	Channel
	Prep		
TBC (all)	Create localised Let's do it for... imagery to be used on social media	1,2 (all)	Social Media
	Prepare web pages		Website
	Prepare any other printed literature		Print
	Prepare Member briefings		Briefing/ Councillor Connect
	Prepare any internal communications messages		Briefing/Intranet
	Prepare guidance and FAQs for customer facing teams		Briefing
	Create toolkits for key partners		Cross agency briefings
	Announcing local outbreak		
	Press release with input from LCC Public Health, Leader and Deputy Leader		Press release
	Social media – imagery and video		Social Media
	Website – updated guidance and alert messaging		Website
	Working with LCC for interviews with Dir of Public health		Media
	E-Newsletter to residents		E-newsletter
	Reducing the spread		
	Regular social media updates		Social media
	Paid for localised social media		Social Media (paid)
	Posters distributed in public spaces		Print
	Face masks to be made available in centres		Within community
	Encouraging testing		
	Regular social media of sharing test and trace information		Social Media
	Up to date web page information		Website
	Supporting businesses		
	E-newsletter		E-News
	Posters available for download		Website
	Updated information on website		Website
	Direct offers of support		Direct contact

11. Action plan

Action plan is indicative. Actions will be finalised once any local outbreak is confirmed.

12. Additional Documents

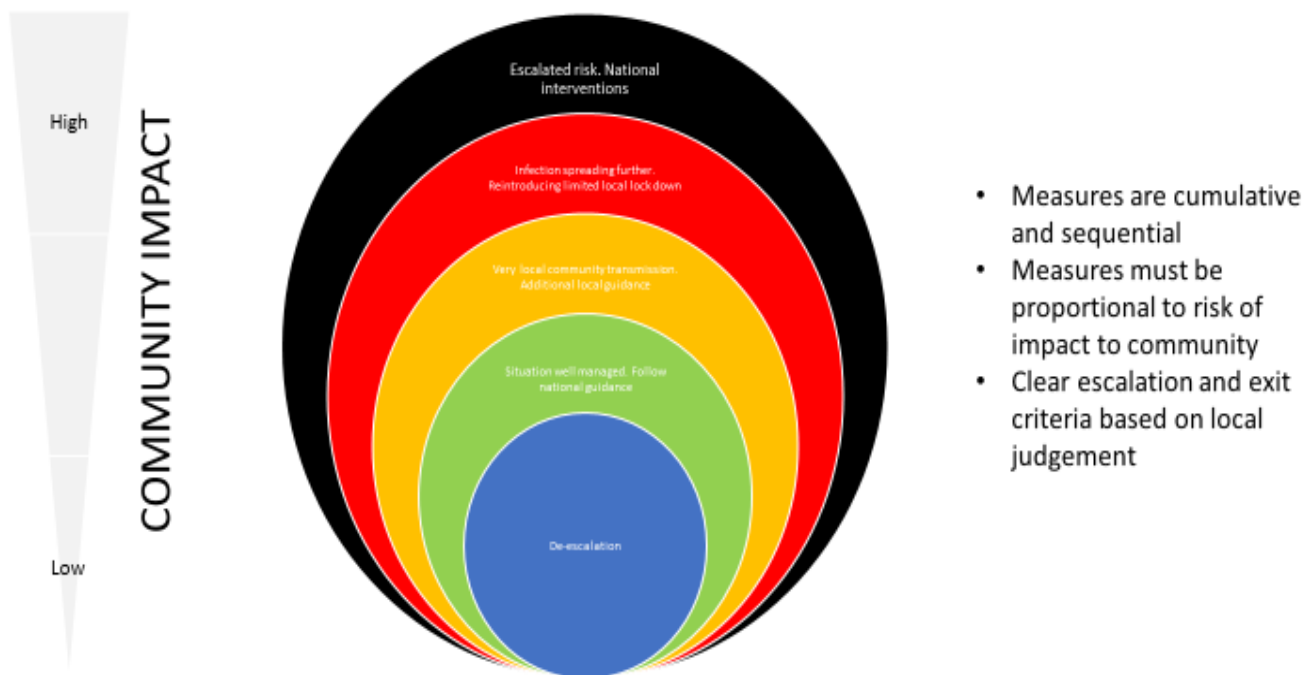
- Weekly social media plans
- Briefing documents

ENDS

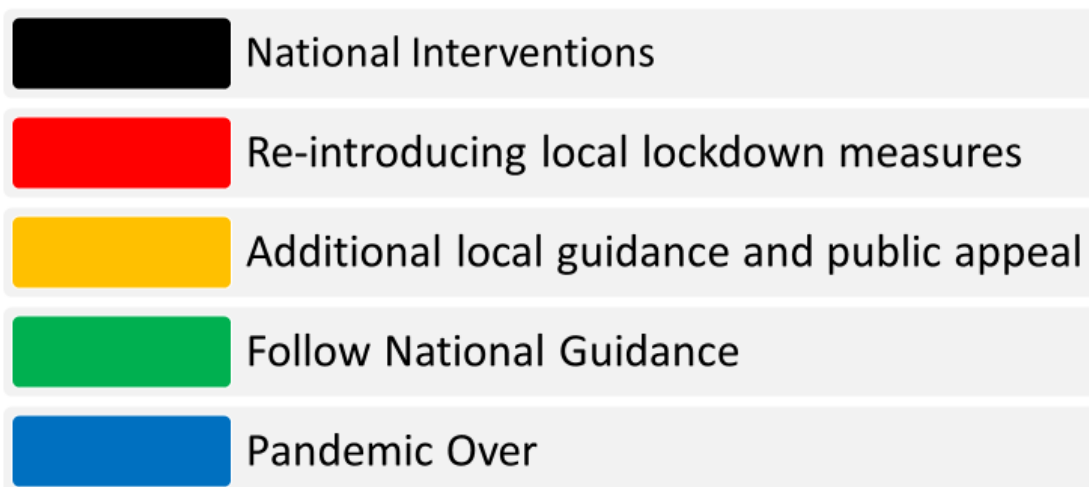
SUMMARY OF POWERS

Corona Virus Act 2020	S52 Sch 22
Public Health (Control of Disease) Act 1984	<ul style="list-style-type: none"> - Health Protection (Coronavirus, Restrictions) (England) Regs 2020 – and subsequent amendment regulations currently No's 1,2 &3 - The Health Protection (Part 2A Orders) Regs 2010 - Health Protection (Local Authority Powers) Regs 2010
Health and Safety at Work Act	<ul style="list-style-type: none"> - Management of Health and Safety at Work Regulations 1999
ASB Crime & Policing Act 2014	<ul style="list-style-type: none"> - S1 Injunctions - S22 Criminal Behaviour Orders - S43 Community Protection Orders - S59 Public Space Protection Orders - S76 Closure Powers

Dynamic Risk Based Response Framework

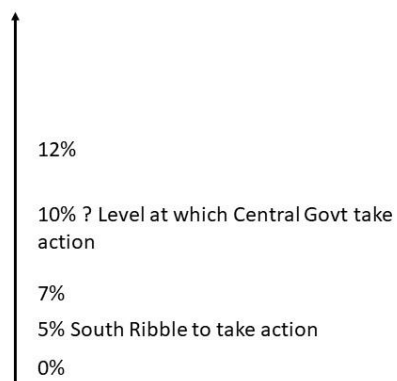


Dynamic Risk Based Response Framework

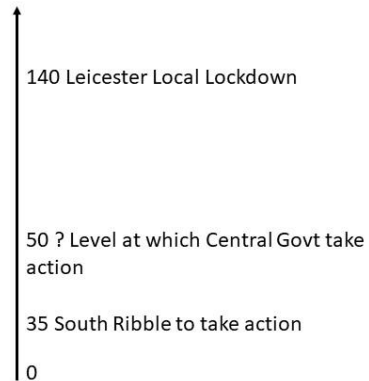


Example indicators to decide measures

% of positive cases (7 days)



Cases Per 100,000 (7 days)



ANNEX C

Example Range of Interventions

This is not an exhaustive list but to demonstrate an escalation of measures from messaging to restrictions.

Messaging and reinforcing national guidance

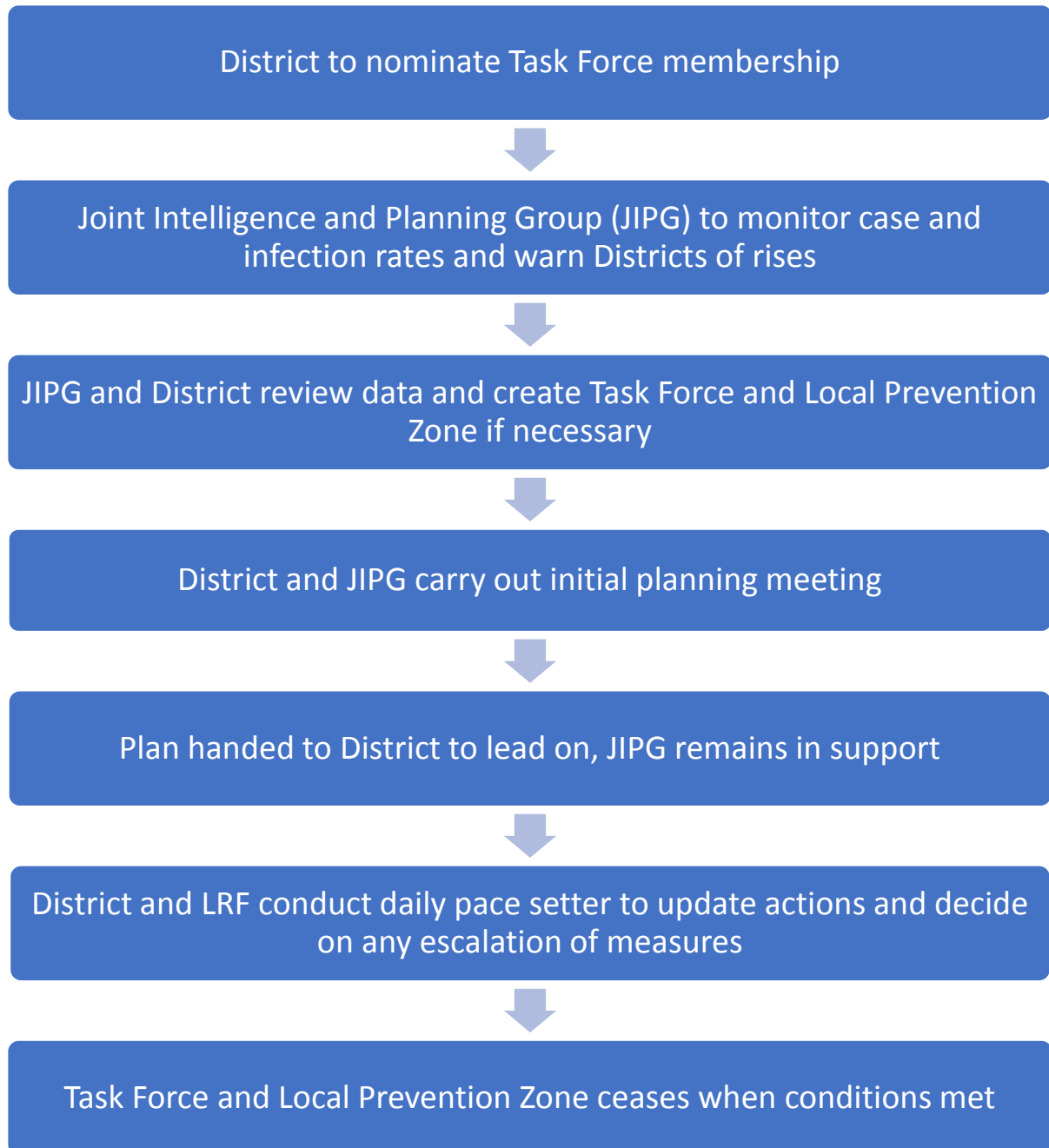
- A media campaign to reinforce national guidance around handwashing, washing surfaces and social distancing to take place in the location and surrounding locations
- Encouraging communities to seek testing if they are symptomatic
- A targeted campaign within the specific location to enforce strict guidance including ceasing family gatherings, mixing groups outside direct household
- Targeted message campaigns for businesses or settings

Increased Testing and Inspections

- Deploying initial or additional MTU for symptomatic testing
- Opening MTUs for asymptomatic testing
- Organise language facilities at MTU sites
- Organise community swabbing teams to target specific settings
- Increase COVID secure inspections for businesses
- Increase licencing inspections for food and drink establishments

Restrictions

- Mandate facecovering in public
- Enforce social distancing in shops
- Restrict food and drink services indoors
- Closing transport hubs
- Stopping all gatherings
- Close education settings.

Battle Rhythm for Triggering Task Force Activity and Declaring a Local Prevention Zone

Lancashire County Council Covid-19 - Response and Containment offer

In the event of a localised outbreak of Covid 19 within Lancashire, Lancashire County Council (LCC) will support Adult Social Care Providers within care homes, supported living, domiciliary care and any other care settings.

In response to a localised outbreak, the county council will support activities to reduce the rate of infection, minimise sources of transmission and contain of specific outbreaks with the following actions;

LCC Customer Access Service – Adult Social Care single tel no.

	Action	Owner/key contacts	Notes
1.	Facilitate/ assist with general communications re any future outbreak/local lockdown, government guidance for regulated care settings, the general public and relevant partners.		<p>LCC will use its established COVID-19 communications channels to get key messages out to providers (provider portal, provider webinar, provider newsletter, and Contract Management targeted emails).</p> <p>Information on localised outbreaks/lockdowns will be provided to the general public using the full range of LCC's corporate communication channels.</p> <p>Targeted communications support will be available to individual homes/providers from LCC/NHS communications teams.</p>
2.	Focused webinar; a specific webinar(s) for the dissemination of key messages, discussions and for providers to raise questions/concerns		All Providers to be invited to webinar and a recording of the session to be made available on the provider portal; frequency to be proportionate to the communications requirements.
3.	Work with Community Leaders to educate and share key messages		Via the Integrated Care System's VCFSE Leaders Alliance and LCC's Community Projects Team, LCC will share key messages (countywide networks should be aligned to local networks).
4.	Via LCC's Care Capacity Tracker, provide local intelligence from the outbreak dashboard and identify and escalate any risks to the appropriate body.		LCC conducts daily welfare calls to providers to collate and track important Covid-19 data to inform and support local planning and response and national reporting requirements. Information relating to transport/food/schools/childcare/medication/equipment issues will be captured via the calls and appropriate pathways followed.

			This information is captured in performance dashboards which can be drilled down to district level intelligence.
5.	Support providers with testing (Test & Trace process/Repeat whole home/setting testing).		<p>Established testing pathway in place for staff and people in receipt of care services which incorporates local arrangements. Swabbing support offer to providers in place.</p> <p>Support providers upon receipt of testing results to ensure appropriate infection, prevention and control measures are in place.</p> <p>https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/covid-19-testing/</p>
6.	Provide an Outbreak notification response pathway which will support providers in outbreak/lockdown.		<p>We have established a seven day service with a central contact point for notification of cases and potential outbreaks from Public Health England. Notification will be through our dedicated email box COVID19-healthprotection@lancashire.gov.uk</p> <p>This central contact and co-ordination point will be located within the County Council Public Health Team.</p> <p>We expect the notification to mainly come from the national test and trace programme and PHE North West. Also through the daily tracker calls and the Outbreak dashboard.</p>
7.	Provide support in the management of an outbreak		<p>Lead and establish a Multi-Disciplinary Team response to wrap support around a provider in the event of an outbreak and develop an action plan (to include testing, staffing levels, PPE supplies, etc); as a crisis response.</p> <p>LCC has an Outbreak Control Plan which details the processes and protocols in place should an outbreak occur.</p>
8.	Provider Failure		<p>Provider Failure Plan would be initiated and led on by LCC in the event of individual or multiple provider failure.</p> <p>Implementation of the Plan will ensure continuity of safe/alternative care and support provision within the adult social care market.</p>

9.	Provide Financial Support through LCC's Financial Assistance Programme and provide support/guidance with the Department of Health and Social Care Infection Control Fund.		Full details can be found here: https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/financial-advice-and-support/
10.	Provide guidance on visitors to care homes (including families/trades/health professionals)		National guidance published (22 July); Kath is leading on the development of local guidance to be signed off by the LRF https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus/update-on-policies-for-visiting-arrangements-in-care-homes
11.	Providing support with hospital admissions/readmissions & discharges.		Provider Escalation Team will dial in to the Local Regulated Care Cell/Outbreak Meetings with health to share intelligence around discharge/admission practice. https://www.lancashire.gov.uk/media/917845/lancashire-resilience-forum-care-homes-admissions-policy-statement.pdf LCC Teams for example, Care Navigation, have developed a number of discharge pathways.
12.	Support Providers with access to PPE supplies in the event of a supply chain shortage/failure		Established PPE pathway in place; currently Mon-Fri, 9-5pm via email/phone; could be stepped back up to include weekend and evening cover, if required
13.	Support workforce issues from the Lancashire Temporary Staffing Agency and the LCC Auxiliary/Emergency/Volunteer Workforce		To provide a short term paid resource to the sector in the event of staffing shortages and to minimise movement of staff between settings, reducing the reliance on agency staff and other staffing related issues. Provide information and signposting to emotional/wellbeing support. https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/workforce-training-and-recruitment-support/
14.	Provide information on end of life, hospice at home and bereavement support.		Provide information via the provider portal https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/end-of-life-care/
15.	Provide information, guidance and support on Mental Capacity,		Information and LCC Contacts available via the provider portal

	Safeguarding/Deprivation of Liberty Safeguards/Best Interest Decisions and managing challenging behaviour and Dementia		https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/safeguarding-dols-mca-best-interest-and-dementia-advice/
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MOBILISATION OF TESTING UNITS

There are plans to establish an MTU in the borough, and two locations have been identified Runshaw College and South Ribble Borough Council's Civic Centre.

Should circumstances mean that community testing facilities are needed, the mobilisation will need to be finalised based on discussions with Lancashire County Council.

South Ribble Borough Council has available a number of physical assets across the borough that may provide suitable locations for testing units.

These potential locations have been selected based on the following assumed criteria:

- Easily accessible by road and public transport
- Close to any target communities (such as those with higher rates of infection rates, or a need to increase testing rates)
- Good car parking, including outside space for testing vehicles / circulation
- Covid-safe welfare facilities for staff

The potential locations in the borough include:

- Council community centres



LRF COVID 19

SOUTH RIBBLE Local Prevention Zone

DRAFT Framework for local plan

Dated 16th September 2020

1. Assessment

LOCATION	South Ribble Borough Council
DYNAMIC RISK ASSESMENT	SEE ANNEX B
DATE FRAMEWORK LAST REVIEWED	05.10.20

2. Situation

Using indices of positive cases in pillar one and pillar two, positivity rates and exceedance reports it is apparent that the incidence of coronavirus is increasing at an alarming rate across Lancashire in general, and the number of cases of coronavirus per 100,000 people is increasing in South Ribble with cases having increased to 139.3 per 100,000 (04.10.20). Over the last 7 days there has been an increase of testing to 185.5 per 1000,000 population and the percentage of people testing positive is 10.7% which is increasing. There have been three recorded community outbreaks and 154 confirmed cases within the last 7 days.

Currently South Ribble is RAG rated Red. A RED rating is given if the threshold is exceeded for two or more of the 14 most recent days regardless of the magnitude of the exceedances, OR if the observed cases per 100 tests is greater than the forecast mean value for 12 of the 14 most recent days. An AMBER rating is given if the threshold is exceeded for only one of the 14 most recent days, OR if the observed cases per 100 tests is greater than the forecast mean value for 10 or more of the 14 most recent days. Otherwise a GREEN rating is

The epidemiological report indicates that cases are reported in a widespread number of wards in South Ribble with Farington, St Ambrose, Broadfield, Earnshaw Bridge, Howick and Priory being the most affected areas within the last 7 days.

The Council is now subject to national interventions which came into force on the 22nd September and introduced the following Regulations:

- That interhousehold mixing in private dwellings and gardens is prohibited
- That the hospitality sector (food and drink) be limited to table service only
- That the night time economy be subject to closing between 22:00 and 05:00

Guidance:

- Residents are advised to only use public transport for essential purposes, such as travelling to school or work
- Residents are advised against attending amateur and semi-professional sporting events as spectators

3. Purpose of this plan

The aim of this plan is to reduce the rates of COVID-19 in South Ribble and ensure continued compliance by both businesses and the members of the public with Covid-safe regulations in order to maintain low rates of infection.

Key messages around the need for the community to continue to understand we all have a part to play to help tackle the virus. Messages to our community will continue:

- stay at home as much as possible
- limit contact with other people – comply with the rule of 6
- keep your distance from people not in your household (2 metres apart where possible)
- wash your hands regularly
- Do not leave home if you or anyone in your household has symptoms.

Proactive working with our Business community is key to keeping the rates low in South Ribble. An education campaign has been undertaken with our local businesses and to ensure businesses will not become complacent regular visits are continuing to be made to all high-risk businesses on the district. More high-risk businesses have opened over the past weeks including leisure operations, gyms and facial beauty and these businesses are being targeted. Messaging to businesses have been quite confusing especially for small businesses and we will help them understand their duty to ensure they are maintaining good standards of compliance in their premises.

South Ribble has developed a community hub which has supported our vulnerable residents to stay at home and limit contact with other people. The hub will continue to support our residents during this next phase of the pandemic.

4. What impacts do we want to have?

- To reduce sources and rates of transmission
- To promote symptomatic testing
- To educate and reassure the local population with general messaging
- To educate targeted groups
- To improve case finding with daily data
- To bring about more timely contact tracing

- To increase asymptomatic testing
- To restrict mass gatherings

5. Where is this happening?

As of the 5th October geographically the cases are occurring in a wide spread number of wards with Farington, and Howick and Priory being the most affected wards. It is not possible to pin point the contributing factors to these cases, but Community transmission is the most likely cause.

Currently rates in South Ribble are increasing at an alarming rate and the area is now subject to national interventions. Work is ongoing to target the high-risk community and business settings. These include education campaigns in houses of multiple occupation, shelters, homeless accommodation and in businesses in the food, beauty and leisure sector.

In addition, South Ribble Borough Council has been working to bring about more timely contact tracing. The team is currently working with our partners to look at the feasibility of South Ribble Borough Council undertaking an element of contact tracing. In principle if the national tracing team are unable to contact a resident in South Ribble within 24 hours the case will be referred to the Council who will contact the resident via phone, email, SMS message and visit with all of the available contact details we have to undertake the contact tracing.

6. Community Support

Community support and protecting community cohesion is crucial for the success of this plan, as it requires behaviour change and awareness of how cultural norms affect infection rates. We have an existing community engagement network to enable us to communicate with key community contacts, elected members, and stakeholders in the relevant wards, as well as pan-borough representative groups, to inform them of the situation, and provide reassurance. We are engaging with our community via social media and specifically raising awareness in high risk settings.

We will discuss the messages with our community to ensure any proposed measures are supported by the community. We will link in with our BAME groups to ensure messages are sent on a risk-based approach.

Mobilising a whole systems approach will be the most effective means of ensuring that the borough can reduce rates of community transmission which involves working with our partners in LCC, local NHS and the police.

7. Dynamic Risk Assessment

We are adopting a dynamic risk assessment framework, based on our intelligence and evidence base to inform the local plan. We intend to use this as a guide to review the situation across our localities on a regular basis. We will adapt this as national policy evolves.

The current Dynamic Risk Assessment Status for South Ribble is rated **RED** as very local community transmission has been identified and additional national intervention and public appeal is needed. As can be seen in Annex B the suggested measures are cumulative and sequential. The measures are proportional to risk of impact to community. Annex D details the Battle Rhythm for Triggering Task Force Activity and Declaring a Local Prevention Zone. The

action plan set out below will support the council in preparing should the situation worsen and the rating change.

We are reviewing the situation and actions daily on the SCG pacesetter based on the test positivity 1.7 %, positive per hundred thousand, effectiveness of NHS test and trace service, and all the local intelligence we collect. Our ongoing monitoring and public health professional assessment may trigger more interventions as appropriate and will also be used to deescalate measures. Other indicators will be used such as:

- Trend on small areas (MSOAs, LSOAs) worsening
- NHS 111 triage
- Hospital admissions
- Outbreak surveillance
- Soft Intelligence e.g. changes to testing/local behavioural intelligence

1) Plan and Course of Actions

The plan and course of action in South Ribble is to ensure the rates of community transmission are low by focusing on community engagement, to ensure national and local guidance is followed; promoting uptake of testing; enhanced inspection support; monitoring.

- a) Lancashire Resilience Forum (LRF) Warning and Informing Cell will disseminate key messages across the borough and county, continuing to provide the national information on preventative measures that the public can take to reduce the transmission of the virus, signposting testing opportunities and advising on the action needed after a positive test result in order to prevent further transmission. These key messages will be disseminated by South Ribble Borough Council via social media and main stream media and will also be targeted at our vulnerable to the virus in our community.
- b) The South Ribble Borough Council's Environmental Health and Communities team have been conducting inspections of priority settings, to provide engagement and education on infection prevention, 'Covid secure' best practice and, where necessary, enforcement action, to reduce the opportunities for transmission of the virus. Additional recruitment has now taken place and further resources have been transferred into the Environmental Health Team.
- c) Recognising the lessons learned from other areas, and that proportionate interventions should be led by intelligence or evidence, the Director of Public Health for Lancashire, on behalf of the LRF, has made representations to the Department of Health and Social Care and now has day-by-day data.

8. Action Summary

The action plan below will build on the work already undertaken in the borough over recent months to ensure that risks are minimised, which has included:

- Contacting and visiting businesses by sector as restrictions have eased
- Multi-agency response and advice to requests for large-scale gatherings
- Continued communications of messages around Covid-safe and providing an information portal on the Council's web site.

	Action	Owner	Notes including key dates
1	Measures to reduce community transmission: <ul style="list-style-type: none"> • Increase visits from Environmental Health to shops and businesses • Visits made following non-compliant reports. Intelligence lead targeting for smaller businesses. • Advice and guidance issued sector related. • Information sent to vulnerable residents • Increase awareness of support available for people who are isolating. Letters sent regarding the Hub. • Posters in parks and play areas – social distancing. • Audits will be undertaken of high risk premises such as gyms and beauty salons. • Recruitment of additional second member of staff to undertake prevent work and outbreak control. 	Environmental Health Team.	Work has been undertaken on education and the audits have started on businesses. A prioritisation plan has been developed and will be reviewed on a weekly basis in light of the epidemiological evidence which will be intelligence lead.
2	Key messages to shops and supermarkets in the borough re face coverings including forewarning about proactive spot checks by council officers	Laura Barton Williams	Social media information was sent out week beginning 27.07.20 and will continue. Letters have been sent to all businesses licenced to sell alcohol regarding spot checks.
3	Produce materials for businesses including posters and advice guides and deliver these to high risk businesses.	Environmental Health Team.	Posters available on web site and advice has been sent to all high-risk businesses. Audit visits have started, and a prioritisation plan has been agreed.
4	Education of community groups including BAME groups to drive behavioural change.	South Ribble Partnership	Partnership meeting undertaken and community groups on board with messaging within the framework.
5	Improve test and trace timelines and discuss with PHE integration of level 2 and 3 contact tracing	Sakthi Karunanithi	<p>Epidemiological data now available indicating impacted ward.</p> <p>Project group established week commencing 14.09.20 to look at the feasibility of SRBC undertaking part of the tracing work.</p>

6	Educate the taxi trade and general information regarding sharing vehicles for work.	Licensing	Information sent and proactive visits being made to operators.
7	Enforcement will be undertaken in the form of improvement notices, prohibition notices or review of Licenced premises if businesses fail to improve.	Environmental Health	Work started and will be reviewed on a weekly basis. Enforcement action in the form of improvement notices have been served in a small number of Businesses.
8	Digital support <ul style="list-style-type: none"> - Web content - Customer Services. Media queries	Laura Barton Williams	Web site hub regularly updated for both resident and business support.
9	Communication Plan to be developed. Compliance with hand-washing, social distancing etc. <ul style="list-style-type: none"> • Recommendations re use of face coverings in enclosed spaces • Don't be a contact i.e. minimising household/social gatherings – • Reinforcement of message the Community Hub is available for support. 	Laura Barton Williams	See below.
10	Communicate with PHE on need for regular data including post code data with local SPOC	Jennifer Mullin	Data now received on a weekly basis. Mapping of the data now available. Agreed to update members on a regular basis from week commencing 10/08/20.
11	Legal powers available for enforcement activities – clarity on roles and responsibility. The Council's current Environmental Health enforcement policy to be used to ensure plan for escalation of enforcement is compliant with powers available.	Jennifer Mullin	Agreed a framework and flow chart on the use of powers and paperwork produced including pro-formas to be used.
12	Gap identified in local testing and capacity needs to be increased in South Ribble. Localised training needed for SRBC staff to run testing centre.	LCC	Plan produced on mobilisation of additional Community test centre if needed. Liaison with Regional Co-ordinating group to identify locations for Mobile Testing Unit. If Community testing site established will need to agree 7/7 working out of

			hours across all Council departments.
13	Location of MTU will be identified dependent on risk analysis. Locations based on population density and deprivation. Two locations being investigated are Runshaw College and Civic Centre Car park.	LCC and SRBC	Risk analysis has been undertaken. Car park at Civic has been identified as approved location. New location has been approved and in use the Park and ride area at the Capitol Centre.
14	In the event of a localised outbreak of Covid 19 within Lancashire, Lancashire County Council (LCC) will support Adult Social Care Providers within care homes, supported living, domiciliary care and any other care settings. In response to a localised outbreak, the county council will support activities to reduce the rate of infection, minimise sources of transmission and contain of specific outbreaks with the following actions;	LCC	See Appendix E
15	Mobilise additional capacity to address outbreak risks and management. Establish a core team of officers who will mobilise if risk rating of area increases. Capacity increased with Health Protection officer. Task Force Membership Gary Hall Interim CEO, Director of Public Health Jennifer Mullin District SPOC LRF Comms Lead Laura Barton-Williams SRBC Comms Lead. Community Action Lead Rebecca Heap RCG Representative. Out of hour arrangements have been established through Lancashire and mutual aid has been discussed and can be called upon. The use of the Council's one front door model will expand our use of community Volunteers to help triage key tasks for the Community Hub.	Jennifer Mullin	Team has been established jointly with Chorley Council and first meeting was held on 5.08.20 and will take place on a weekly basis as and when necessary.

	Ensure coordinated approach across key comms workforce including council, VCFS, NHS, Police etc. Ensure identified SPOC for each group.		
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9. Summary

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Lancashire County Council and South Ribble Borough Council remain the key owners of this plan and will have final sign off for actions and messaging with the LRF providing support. This plan will be reviewed regularly as new data arises and subsequent changes or further interventions will be approved by the SCG Leaders and a weekly update provided to the SCG.

Communications Plan

Covid-19 local outbreak

1. Background

This is designed to reach out to local people and businesses, following a stark increase in the number of people who have tested positive for Covid-19 in the South Ribble area.

2. Key Teams

- Communications
- Communities
- Environmental Health
- Investment and Skills
- Partnerships
- Lancashire County Council
- Key agency partners i.e. NHS
- Members
- Customer services
- Leadership team

4. Key dates

N/A	None currently identified – to be added in the event of local restrictions
-----	--

5. Communications Objectives

1. To reach key audiences in specific areas of the borough with advice around controlling the spread of the virus
2. To reduce the spread of coronavirus, protecting local people and businesses and allow businesses to safely remain open

6. Key messages

Focus on four "C"s (from WIC)

Clarity

- Be clear, honest and transparent with the public
- Be open about where there are issues, eg testing capacity, and explain how we are playing our part to resolve the issues
- Make all of our messaging as crisp and clear as possible. Where issues are complex link to easy to understand explainers
- Be more responsive on social media

Conscience

- Appeal to people's better nature by encouraging them to follow the restrictions and guidance because it's the right thing to do
- We should be setting a good example to our children to encourage them to be better at following the guidance
- Impact of the ongoing rising infections is significant for people living alone or with mental health issues, so by doing the right thing we will hasten the loosening of restrictions

Community

- Restate the Let's Do It For Lancashire messaging
- Refresh the messages
- Revise visuals

Consequences

- Be more explicit about the consequences for Lancashire
- If it's not brought under control we will be the next Bolton
- If it's not brought under control tougher measures such as curfews will be brought in
- If it's not brought under control we will go back to a full lockdown
- There are personal consequences too – we're issuing fines to people who break the rules and are coming down hard on businesses and individuals who flout the law:
- Pubs have been closed
- Fines of £10,000 have been issued to people holding parties in their homes

Health consequences.

We know that covid is fatal to many vulnerable groups, but even a mild case can be debilitating. Looking for local examples of "long covid".

Messages

Generalised

1. Cases are rising at an alarming rate in the borough.
2. We will go into further lockdown if you don't
3. Everyone needs to play their part to control the spread of the virus. If we don't all stick to the rules, we could go into a local lockdown, like our neighbours across Lancashire
4. We can all protect our family, friends and work colleagues by helping to reduce the spread – do the right thing.
5. Get tested – but only if you have symptoms - by getting a test, you can find out if you have Covid and protect people who are important to you.
6. It is important to isolate for 14 days if you have been around somebody with covid19. You don't need a test if you do not have symptoms.
7. Test and Trace helps us to identify where possible cases could be and reduce the spread.

Reducing the spread

8. Stay at home if you or anyone in your household has any symptoms
9. Wash your hands regularly using soap and water and carry hand sanitiser when you go out
10. Keep your distance from people not in your household
11. Wear face coverings as per national guidance
12. Do not meet up in groups larger than 6 indoors or outdoors
13. Fines are being issued to people who break the rules – it's not worth the risk.

Businesses

14. Make sure your business is covid-secure. See details on our website for advice and support.
15. Non-compliant venues will see enforcement action taken on them.

7. Key resources

- National coronavirus outbreak figures
- Gov. guidance and guidance given from Cabinet office

- NHS and PHE resources
- 8. Audiences**
- Residents;
 - Members;
 - Parish Councils;
 - Local businesses;
 - Staff;
 - Customer services – ensuring all public facing messaging is shared with them;
 - Local & Regional media
 - Lancashire County Council
- 9. Communications tools**
- Traditional press
 - Social media
 - Website
 - Posters in public spaces
 - Paid for print and digital advertising
 - Photography and video
 - Design
 - Printed literature
- 10. Budget**
TBC

Date	Action	Objective	Channel
	Prep		
TBC (all)	Create localised Let's do it for... imagery to be used on social media	1,2 (all)	Social Media
	Prepare web pages		Website
	Prepare any other printed literature		Print
	Prepare Member briefings		Briefing/ Councillor Connect
	Prepare any internal communications messages		Briefing/Intranet
	Prepare guidance and FAQs for customer facing teams		Briefing
	Create toolkits for key partners		Cross agency briefings
	Announcing local outbreak		
	Press release with input from LCC Public Health, Leader and Deputy Leader		Press release
	Social media – imagery and video		Social Media
	Website – updated guidance and alert messaging		Website
	Working with LCC for interviews with Dir of Public health		Media
	E-Newsletter to residents		E-newsletter
	Reducing the spread		
	Regular social media updates		Social media
	Paid for localised social media		Social Media (paid)
	Posters distributed in public spaces		Print
	Face masks to be made available in centres		Within community
	Encouraging testing		
	Regular social media of sharing test and trace information		Social Media
	Up to date web page information		Website
	Supporting businesses		
	E-newsletter		E-News
	Posters available for download		Website
	Updated information on website		Website
	Direct offers of support		Direct contact

11. Action plan

Action plan is indicative. Actions will be finalised once any local outbreak is confirmed.

12. Additional Documents

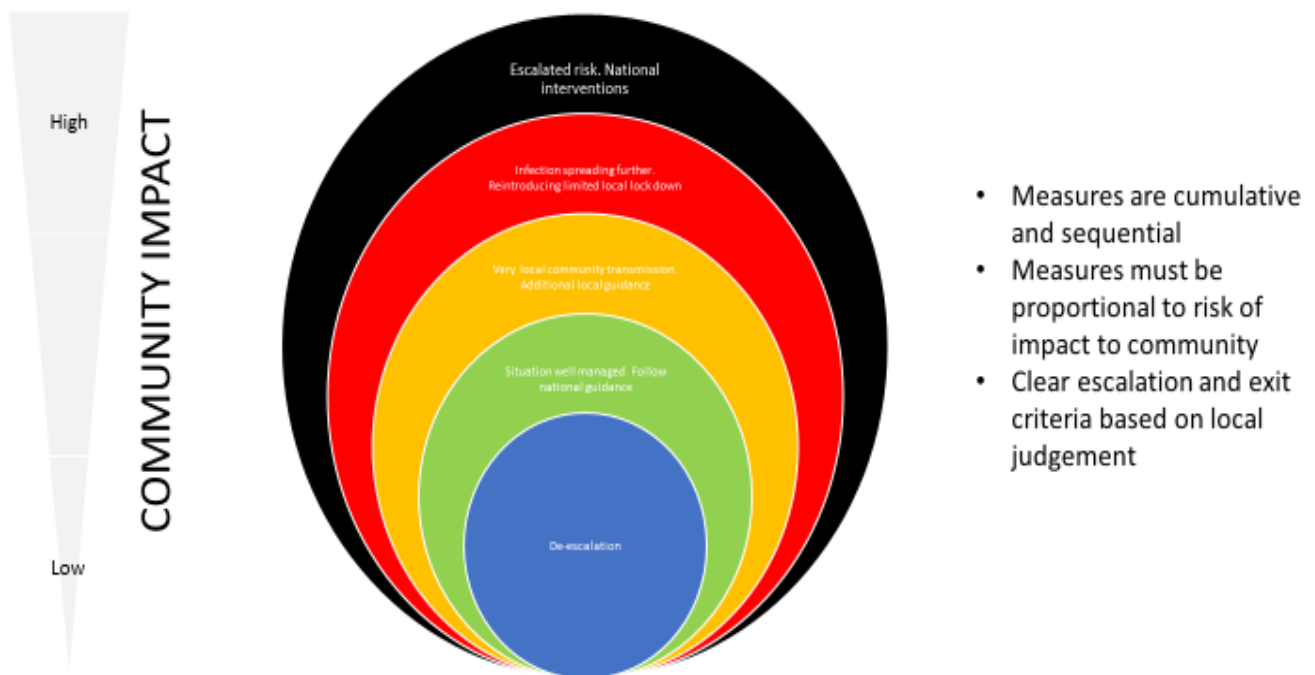
- Weekly social media plans
- Briefing documents

ENDS

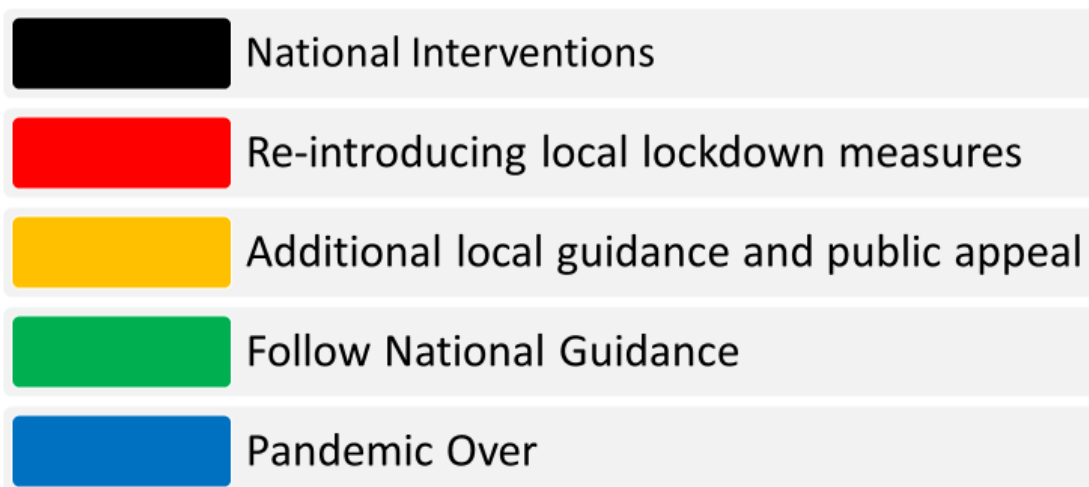
SUMMARY OF POWERS

Corona Virus Act 2020	S52 Sch 22
Public Health (Control of Disease) Act 1984	<ul style="list-style-type: none"> - Health Protection (Coronavirus, Restrictions) (England) Regs 2020 – and subsequent amendment regulations currently No's 1,2 &3 - The Health Protection (Part 2A Orders) Regs 2010 - Health Protection (Local Authority Powers) Regs 2010
Health and Safety at Work Act	<ul style="list-style-type: none"> - Management of Health and Safety at Work Regulations 1999
ASB Crime & Policing Act 2014	<ul style="list-style-type: none"> - S1 Injunctions - S22 Criminal Behaviour Orders - S43 Community Protection Orders - S59 Public Space Protection Orders - S76 Closure Powers

Dynamic Risk Based Response Framework

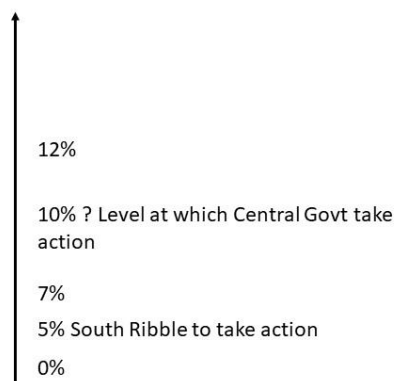


Dynamic Risk Based Response Framework

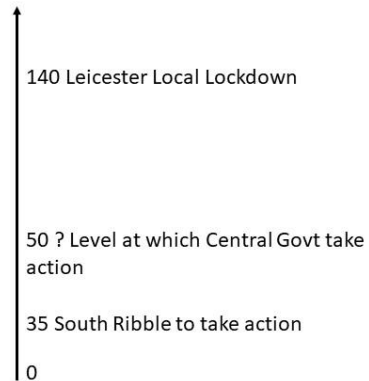


Example indicators to decide measures

% of positive cases (7 days)



Cases Per 100,000 (7 days)



ANNEX C

Example Range of Interventions

This is not an exhaustive list but to demonstrate an escalation of measures from messaging to restrictions.

Messaging and reinforcing national guidance

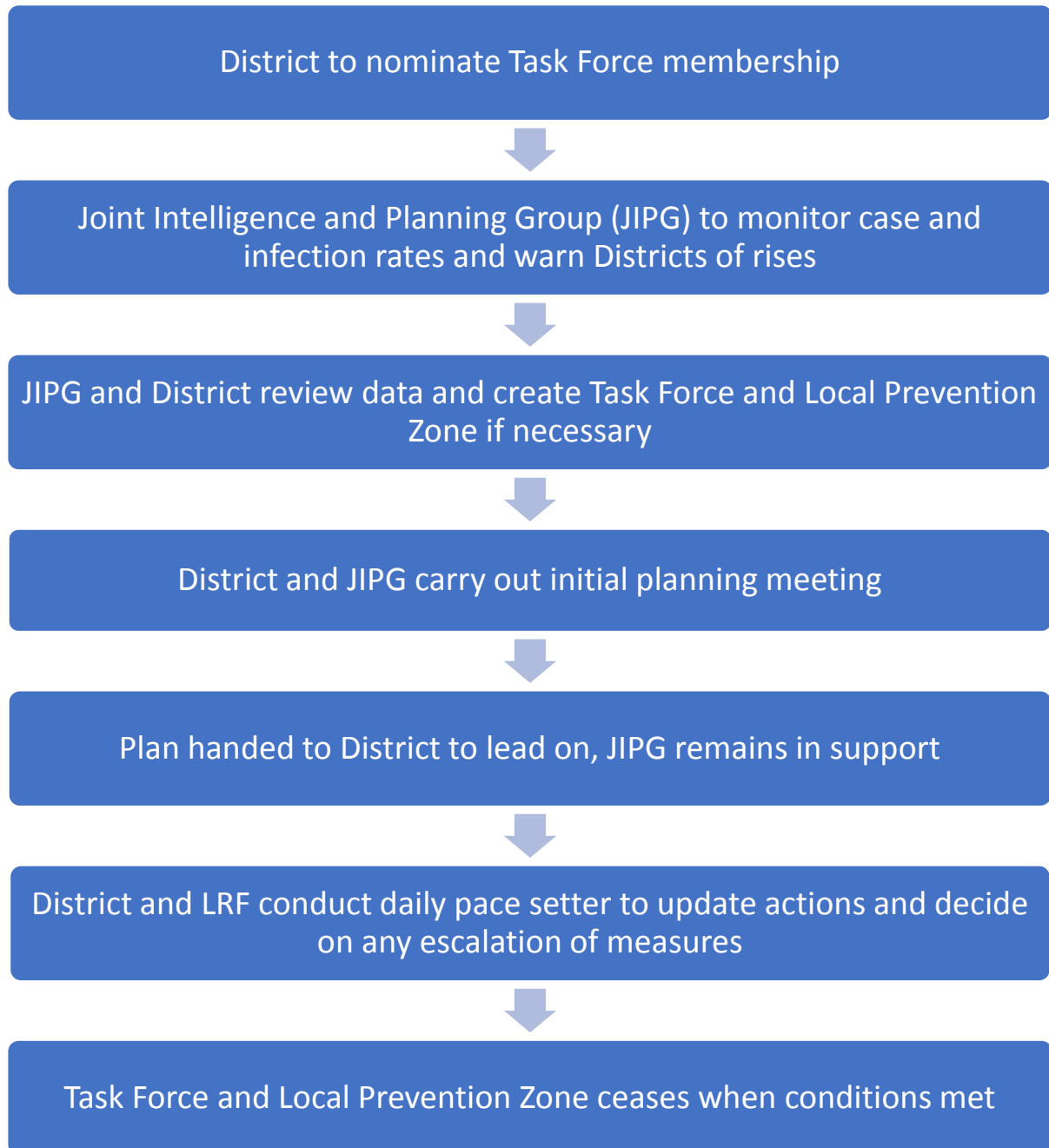
- A media campaign to reinforce national guidance around handwashing, washing surfaces and social distancing to take place in the location and surrounding locations
- Encouraging communities to seek testing if they are symptomatic
- A targeted campaign within the specific location to enforce strict guidance including ceasing family gatherings, mixing groups outside direct household
- Targeted message campaigns for businesses or settings

Increased Testing and Inspections

- Deploying initial or additional MTU for symptomatic testing
- Opening MTUs for asymptomatic testing
- Organise language facilities at MTU sites
- Organise community swabbing teams to target specific settings
- Increase COVID secure inspections for businesses
- Increase licencing inspections for food and drink establishments

Restrictions

- Mandate facecovering in public
- Enforce social distancing in shops
- Restrict food and drink services indoors
- Closing transport hubs
- Stopping all gatherings
- Close education settings.

Battle Rhythm for Triggering Task Force Activity and Declaring a Local Prevention Zone

Lancashire County Council Covid-19 - Response and Containment offer

In the event of a localised outbreak of Covid 19 within Lancashire, Lancashire County Council (LCC) will support Adult Social Care Providers within care homes, supported living, domiciliary care and any other care settings.

In response to a localised outbreak, the county council will support activities to reduce the rate of infection, minimise sources of transmission and contain of specific outbreaks with the following actions;

LCC Customer Access Service – Adult Social Care single tel no.

	Action	Owner/key contacts	Notes
1.	Facilitate/ assist with general communications re any future outbreak/local lockdown, government guidance for regulated care settings, the general public and relevant partners.		<p>LCC will use its established COVID-19 communications channels to get key messages out to providers (provider portal, provider webinar, provider newsletter, and Contract Management targeted emails).</p> <p>Information on localised outbreaks/lockdowns will be provided to the general public using the full range of LCC's corporate communication channels.</p> <p>Targeted communications support will be available to individual homes/providers from LCC/NHS communications teams.</p>
2.	Focused webinar; a specific webinar(s) for the dissemination of key messages, discussions and for providers to raise questions/concerns		All Providers to be invited to webinar and a recording of the session to be made available on the provider portal; frequency to be proportionate to the communications requirements.
3.	Work with Community Leaders to educate and share key messages		Via the Integrated Care System's VCFSE Leaders Alliance and LCC's Community Projects Team, LCC will share key messages (countywide networks should be aligned to local networks).
4.	Via LCC's Care Capacity Tracker, provide local intelligence from the outbreak dashboard and identify and escalate any risks to the appropriate body.		LCC conducts daily welfare calls to providers to collate and track important Covid-19 data to inform and support local planning and response and national reporting requirements. Information relating to transport/food/schools/childcare/medication/equipment issues will be captured via the calls and appropriate pathways followed.

			This information is captured in performance dashboards which can be drilled down to district level intelligence.
5.	Support providers with testing (Test & Trace process/Repeat whole home/setting testing).		<p>Established testing pathway in place for staff and people in receipt of care services which incorporates local arrangements. Swabbing support offer to providers in place.</p> <p>Support providers upon receipt of testing results to ensure appropriate infection, prevention and control measures are in place.</p> <p>https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/covid-19-testing/</p>
6.	Provide an Outbreak notification response pathway which will support providers in outbreak/lockdown.		<p>We have established a seven day service with a central contact point for notification of cases and potential outbreaks from Public Health England. Notification will be through our dedicated email box COVID19-healthprotection@lancashire.gov.uk</p> <p>This central contact and co-ordination point will be located within the County Council Public Health Team.</p> <p>We expect the notification to mainly come from the national test and trace programme and PHE North West. Also through the daily tracker calls and the Outbreak dashboard.</p>
7.	Provide support in the management of an outbreak		<p>Lead and establish a Multi-Disciplinary Team response to wrap support around a provider in the event of an outbreak and develop an action plan (to include testing, staffing levels, PPE supplies, etc); as a crisis response.</p> <p>LCC has an Outbreak Control Plan which details the processes and protocols in place should an outbreak occur.</p>
8.	Provider Failure		<p>Provider Failure Plan would be initiated and led on by LCC in the event of individual or multiple provider failure.</p> <p>Implementation of the Plan will ensure continuity of safe/alternative care and support provision within the adult social care market.</p>

9.	Provide Financial Support through LCC's Financial Assistance Programme and provide support/guidance with the Department of Health and Social Care Infection Control Fund.		Full details can be found here: https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/financial-advice-and-support/
10.	Provide guidance on visitors to care homes (including families/trades/health professionals)		National guidance published (22 July); Kath is leading on the development of local guidance to be signed off by the LRF https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus/update-on-policies-for-visiting-arrangements-in-care-homes
11.	Providing support with hospital admissions/readmissions & discharges.		Provider Escalation Team will dial in to the Local Regulated Care Cell/Outbreak Meetings with health to share intelligence around discharge/admission practice. https://www.lancashire.gov.uk/media/917845/lancashire-resilience-forum-care-homes-admissions-policy-statement.pdf LCC Teams for example, Care Navigation, have developed a number of discharge pathways.
12.	Support Providers with access to PPE supplies in the event of a supply chain shortage/failure		Established PPE pathway in place; currently Mon-Fri, 9-5pm via email/phone; could be stepped back up to include weekend and evening cover, if required
13.	Support workforce issues from the Lancashire Temporary Staffing Agency and the LCC Auxiliary/Emergency/Volunteer Workforce		To provide a short term paid resource to the sector in the event of staffing shortages and to minimise movement of staff between settings, reducing the reliance on agency staff and other staffing related issues. Provide information and signposting to emotional/wellbeing support. https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/workforce-training-and-recruitment-support/
14.	Provide information on end of life, hospice at home and bereavement support.		Provide information via the provider portal https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/end-of-life-care/
15.	Provide information, guidance and support on Mental Capacity,		Information and LCC Contacts available via the provider portal

	Safeguarding/Deprivation of Liberty Safeguards/Best Interest Decisions and managing challenging behaviour and Dementia		https://www.lancashire.gov.uk/practitioners/health-and-social-care/care-service-provider-engagement/coronavirus-covid-19-information-for-care-providers/safeguarding-dols-mca-best-interest-and-dementia-advice/
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MOBILISATION OF TESTING UNITS

There are plans to establish an MTU in the borough, and two locations have been identified Runshaw College and South Ribble Borough Council's Civic Centre.

Should circumstances mean that community testing facilities are needed, the mobilisation will need to be finalised based on discussions with Lancashire County Council.

South Ribble Borough Council has available a number of physical assets across the borough that may provide suitable locations for testing units.

These potential locations have been selected based on the following assumed criteria:

- Easily accessible by road and public transport
- Close to any target communities (such as those with higher rates of infection rates, or a need to increase testing rates)
- Good car parking, including outside space for testing vehicles / circulation
- Covid-safe welfare facilities for staff

The potential locations in the borough include:

- Council community centres

REPORT TO	DATE
Cabinet	14/10/2020



TITLE	PORTFOLIO	REPORT OF
Corporate Performance Framework Review	Councillor Paul Foster	Victoria Willet

Is this report a key decision? (i.e. more than £100,000 or a significant impact on more than 2 Borough wards)	Yes / No
Is this report confidential? <i>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)</i>	Yes / No

PURPOSE OF THE REPORT

1. To present the revised Corporate Performance Framework to Cabinet for approval.

RECOMMENDATIONS

2. It is recommended that Cabinet approve the Corporate Performance Framework as a shared policy document.

REASONS FOR THE DECISION

3. To ensure that we have up-to-date and robust approach to performance management that can consistently and effectively respond to the needs of each authority across shared services. Effective performance management is vital for improving outcomes for our communities as it provides a key mechanism for continuous service improvement and excellence.

EXECUTIVE SUMMARY

4. This report outlines the results of the Corporate Performance Framework review. This includes an overview of the revised performance management policy as well as the proposed approach to its implementation.

CORPORATE OUTCOMES

5. The report relates to the following corporate outcomes:

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

Projects relating to People in the Corporate Plan:

Our People and Communities	
----------------------------	--

BACKGROUND TO THE REPORT

6. The purpose of a performance framework is to provide staff with a straightforward guide on how we manage performance and the processes involved.
7. In July 2020, a review was launched to produce a shared performance framework as part of Phase 2 of shared services, seeking to harmonise policy across Chorley and South Ribble Borough Councils. The review also sought to ensure that our approach to performance management remains robust and consistent so that we can successfully monitor and improve services.
8. The review was led by the shared Transformation and Partnerships service who used their collective knowledge and expertise as a basis for developing a revised framework. Consultation was undertaken with senior leadership teams for both councils and a range of staff to gauge the usability of the policy, as well as highlight any issues or areas for improvement. This involved fourteen members of staff from across each organisation and in a range of services.
9. The revised shared Corporate Performance Framework is available at **Appendix A**.

Overview of the revised policy

10. To effectively manage performance across shared services, the revised policy sets out:
 - The planning process and how strategies and priorities are developed.
 - The measuring mechanisms used to capture progress.
 - How performance is reviewed and scrutinised.
 - How plans and strategies are revised to ensure they accurately respond to customer needs.
 - The roles and responsibilities of staff and committees within the performance process.

Key changes from the previous policy

11. The key changes from the previous policy, as well as the rationale for those changes, are outlined in the table below:

Change	Rationale
The framework is now structured around the 'Plan, Measure, Review, Revise' Model.	To provide a clear structure and better capture the measuring element of the performance process, which is critical to quantifying progress.
The formatting of the document has been altered, including the introduction of colour coding and diagrams.	To make the document user friendly and easy to navigate.
Language/terminology has been changed.	To harmonise the performance terminology across both authorities so that shared services can respond consistently and to performance needs.
Two guidance documents have been produced to provide more detail on data quality and business planning.	To provide additional information without over complicating the main framework.
Introduction of a performance data journey and corporate planning cycle.	To provide clarity for staff on how performance data is processed, where it goes and why.
The roles and responsibilities section has been expanded to include meetings and committees.	To provide more clarity for users on where performance information goes and how it is used.

Approach to implementation

12. In order to implement the framework across services, the following will be delivered:

- A full implementation plan will be developed to launch the new performance management framework for both councils.
- More detailed training will be provided for specific teams and officers with performance management responsibilities, including a leadership team briefing.
- Materials and resources will be developed, including digital learning with key examples so that staff can learn at their own pace.
- Regular working groups will provide ongoing support and access to the Performance and Partnerships team for advice and guidance
- Performance and Partnerships will be proactive in supporting managers and officers, offering regular briefings and catch ups.

13. An action plan will be formulated utilising the above to outline actions, action owners and timescales to ensure effective implementation.

ALTERNATIVE OPTIONS CONSIDERED

14. The alternative of not adopting the revised Corporate Performance Framework has been considered. This would maintain current inconsistencies and limit the effective management of performance for both Councils.

AIR QUALITY IMPLICATIONS

15. N/A

RISK MANAGEMENT IMPLICATIONS

16. N/A

EQUALITY & DIVERSITY IMPACT

17. N/A

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. No comment.

COMMENTS OF THE MONITORING OFFICER

19. No comment.

BACKGROUND DOCUMENTS

20. N/A

APPENDICES TO THIS REPORT

Appendix A – Corporate Performance Framework

Victoria Willet

Shared Service Lead – Transformation and Partnerships

Report Author:	Telephone:	Date:
Jon-James Martin	01257 515151	24/09/2020

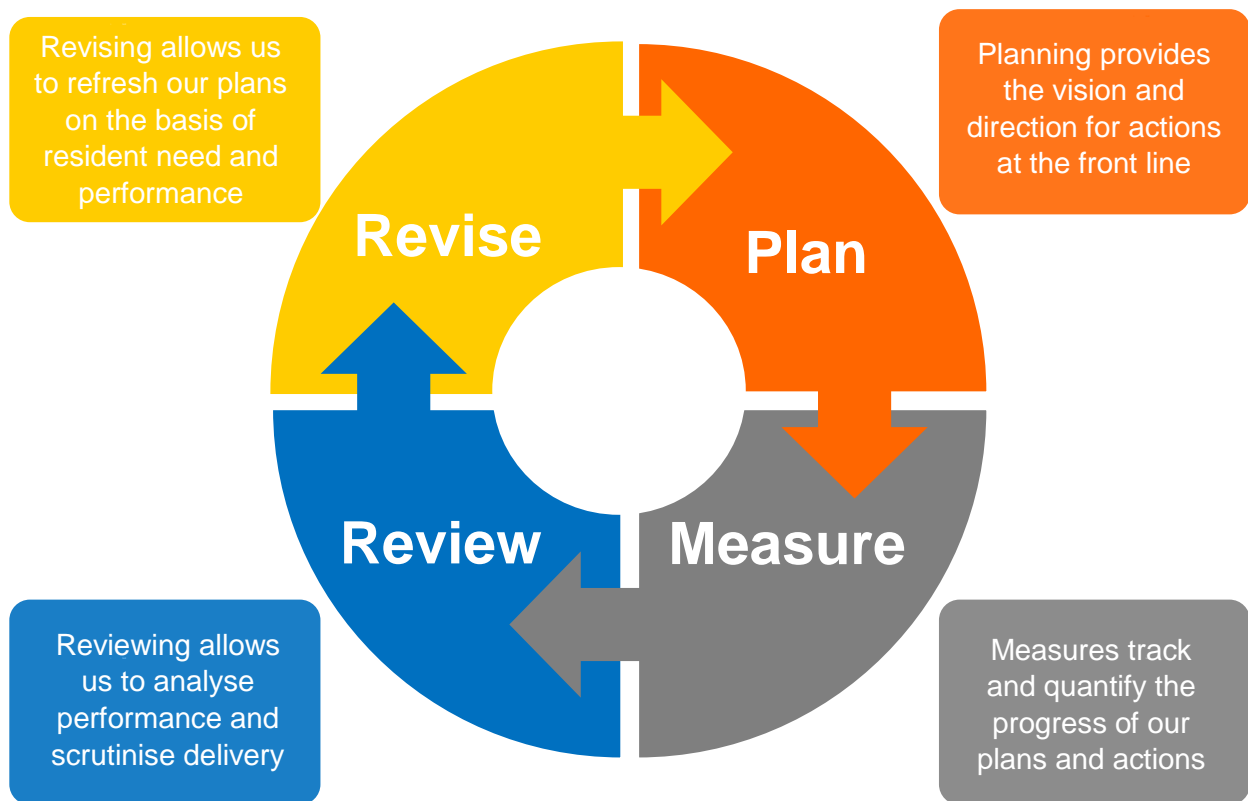
CORPORATE PERFORMANCE FRAMEWORK 2020

Introduction

Purpose of the Framework

The Performance Management Framework sets out how we will improve outcomes for Chorley and South Ribble through a cycle of continuous planning, monitoring, scrutiny, learning and improvement. It exists to help officers, elected members, and partners to understand how we monitor performance and their role in achieving our priorities.

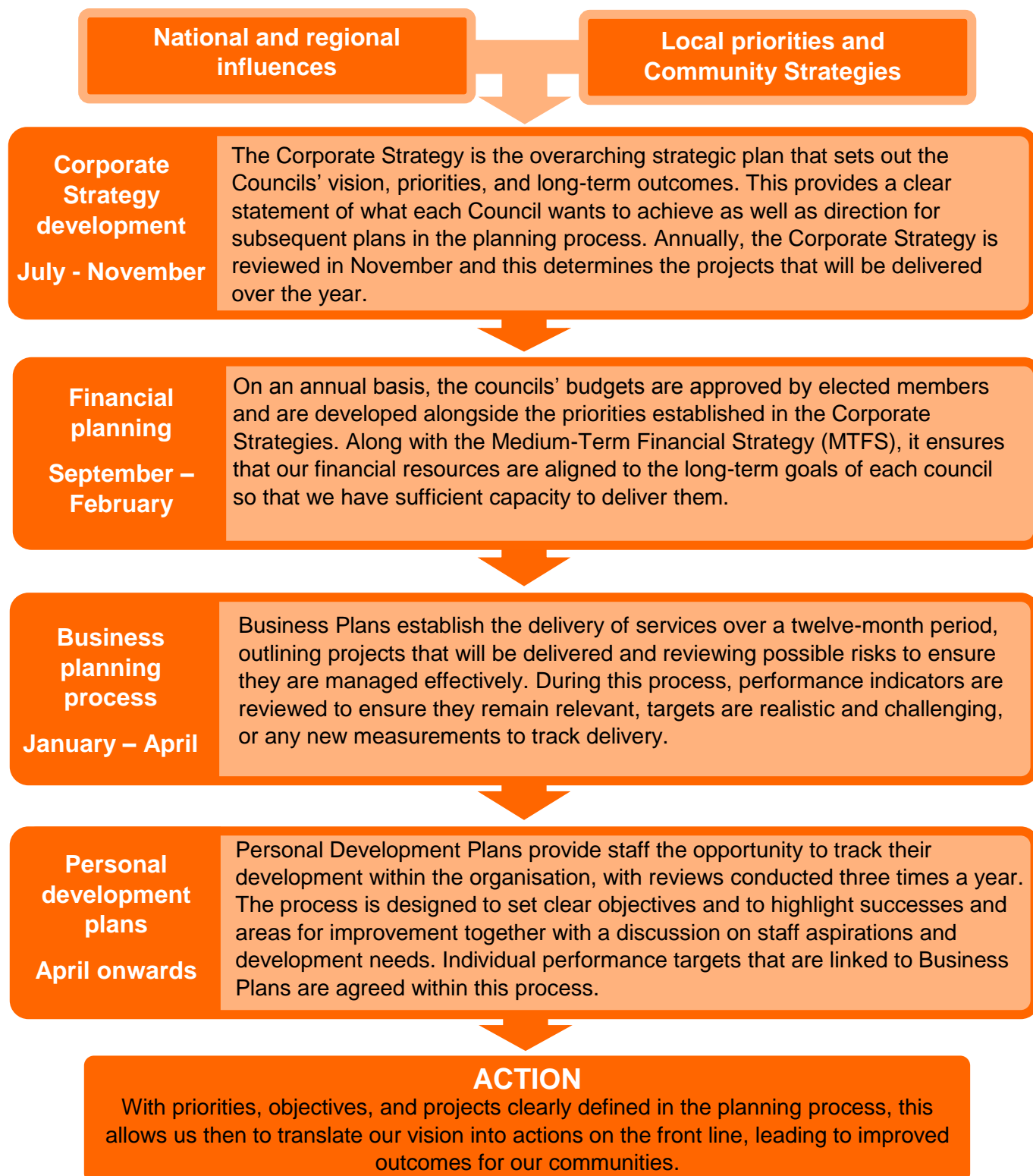
Corporate Planning and Delivery Cycle



Plan

Planning Process

The Corporate Strategy is the main overarching plan which sets out the vision and aspirations for each council. It is determined by national influences and local priorities. It informs how the Council uses its resources and is cascaded through the organisation so that everyone is working towards the same objectives. This is presented in the diagram below:



The business planning process is explained in more detail in the Business Planning Guide:

SEE
BUSINESS
PLANNING
GUIDE HERE

Measure

To monitor performance we use performance indicators, which are measures that are submitted on a monthly, quarterly, or annual basis and are reviewed every year. Outlined below are the key elements of measuring performance:



Local Indicators

These indicators give an indication of how the councils are performing at a service level. These are reviewed annually alongside the business plan refresh in quarter four to ensure the indicators and targets remain relevant.

Examples include:

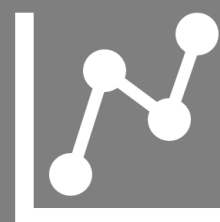
- Number of missed bin collections.
- Number of business supported.
- Average days to process new benefit claims.

Corporate Indicators

These indicators are corporate level indicators, which track the progress of the Corporate Strategy, and include key outcome related measures. These are reviewed annually alongside the Corporate Strategy refresh during quarter two – three.

Examples include:

- Number of affordable homes delivered.
- Overall employment rate.
- Customer satisfaction.



Performance Management System

We use software to capture all performance data at both corporate and service level, which provides an essential tool to document, monitor, and analyse performance figures.

All indicators need written procedures in place, which are stored in the performance management system. These ensure data quality and enable business continuity by detailing a step by step guide to the indicator, how to calculate the data and where the evidence is stored. They should also document how the Responsible Officer checks and verifies the data.

It is vital that our performance information is accurate and robust. A separate guidance note on data quality is available to set out the standards and processes. This is available here:

SEE DATA
QUALITY
GUIDE HERE

Performance Data Journey



STEP ONE: ENTER DATA

Collection Officers enter data onto the performance management system.



STEP TWO: CHECK DATA

Performance figures are checked by Checking and Authorising Officers to ensure they are accurate, creating Action Plans when an indicator is off target.



STEP THREE: REPORT DATA

Data is used to create reports. These present performance information to senior management, elected members, and the public.



STEP FOUR: REVIEW DATA

Performance reports are reviewed by committees. This allows performance to be monitored and issues addressed.



STEP FIVE: IMPROVED OUTCOMES

Improved outcomes are secured as performance is effectively captured and monitored, ensuring the delivery of the Corporate Strategy.

Review and report

Throughout each year we continually review our performance. This means that we can track the progress of our plans and allows senior management, elected members, and the public to scrutinise performance.

Reporting by exception – we will focus on performance that is not as expected so that issues can be quickly identified and addressed.

Action plans – enable officers to provide the detailed reasons why performance is lower than anticipated and the corrective action that will be taken to get performance back on track so this can be documented and stored effectively to inform decision making.

Below highlights the main reporting products, including where they should go and how frequently:



Quarterly Performance Reports provide an update of our performance against the Corporate Strategy by outlining the progress of each corporate project and our performance indicators. The performance report is presented to elected members at Executive Cabinet/Cabinet.



Overview and Scrutiny- each council has a scrutiny subgroup to consider corporate performance. For Chorley this is the Scrutiny Performance Panel and for South Ribble it is the Overview and Scrutiny Budget and Performance Panel. Key products include:

- Corporate Performance Report – considered quarterly
- Business Plan Monitoring Statement – considered twice a year
- Scrutiny focus – at the request of the committee (typically quarterly for Chorley Council)

The role of the committee is to review, scrutinise and challenge performance in line with corporate priorities in order to promote open and transparent decision-making, democratic accountability and to promote continuous improvement, best practice and innovation within the Council's services.



Annual Report presents our key successes of the past year as well as challenges and priorities for the year ahead. This is published during quarter one and is presented to Council.



Programme Board meets every quarter to identify, mitigate, and escalate risks for the corporate strategy projects to ensure they are addressed at an operational level. This group is made up of senior management and they meet quarterly.



Corporate Health Dashboards give an indication on how the organisation is operating as a whole, focusing primarily on service level performance. The dashboard is presented to the Senior Leadership Team / Leadership Team monthly.

Performance and data checks to ensure data quality, as part of our internal audit processes the Transformation and Partnerships service will complete spot checks on a set number of indicators. This will ensure that any problems with definitions or calculation can be rectified at an early stage in the reporting cycle and senior managers, elected members and external stakeholders can be confident that the performance information is robust and reliable.

Corporate Reporting Schedule

Committees and Meetings:

- Senior Leadership Team / Leadership Team
- Programme Board
- Executive Cabinet / Cabinet
- Council
- Overview and Scrutiny Committee



Revise

To ensure that our plans and strategies remain relevant and reflective of the needs and aspirations of our communities we continually revise these using data and intelligence.



- Monitoring of performance indicator trends to amend targets. This is done annually as part of the business planning process in quarter four. For Corporate indicators, this is done as part of the refresh
- Benchmarking to compare how we are performing against our nearest neighbours and to feed into target setting.
- Financial performance to scope new transformation projects.
- Public priorities to inform our strategies.
- Resident and community feedback to inform project development.
- Staff feedback to review our Organisational Development Strategy.
- Exemption reports to amend project timescales and scope.

Once a review has taken place, the Lessons Learned can be used to improve our approach in the subsequent Corporate Strategy. Examples of this may include:

- Revising policies or strategies
- Amending the roles of individuals or teams
- Offering more options for support for delivering projects
- Amending how the budget is allocated
- Changing performance measures and targets
- Altering a project schedule or scope.



As well as revising our service plans, we also conduct service reviews as part of delivering continuous improvement. Service reviews can be light touch to consider a particular area of performance or more in-depth to look at a whole service including staffing, systems, and processes.



Typical elements of a service review:

- Desk based review of relevant data and information, for example, performance, budgets, staffing structures.
- Staff engagement and discussion to understand issues and opportunities.
- Benchmarking, research, and analysis to compare approaches and ascertain best practice.
- A summary of findings, conclusions, and recommendations.

Roles and Responsibilities

To ensure that each element within the performance framework is delivered, our staff take on key roles and responsibilities. These include:

Committees and Meetings	Purpose
Senior Leadership Team / Leadership Team	Directors and service leads meeting twice a month to develop and oversee delivery and performance.
Programme Board	This group focuses on identifying, mitigating, and escalating risk as appropriate, monitoring the delivery of our Corporate Strategic projects and meeting quarterly. This is attended by both project officers and the leadership team who are the owners of programme board.
Overview and Scrutiny Committee	<p>Each council has an Overview and Scrutiny sub-group made up of elected members to focus on internal performance and budgets as a vital mechanism for accountability and improvement. Each quarter the committee will consider the quarterly performance report to review corporate performance. In addition to this, the second item that is considered will alternate per quarter between a performance focus report which looks at a directorate's performance enabling the scrutiny of the progress of directorate delivery and performance and the business plan monitoring statement as a more in-depth look at wider organisational delivery. In addition, the committee may choose to complete a 'deep-dive' into a particular service area.</p> <p>The role of the committee is to review, scrutinise and challenge performance in line with corporate priorities in order to promote open and transparent decision-making, democratic accountability and to promote continuous improvement, best practice and innovation within the Council's services.</p>
Cabinet / Executive Cabinet	Made up of elected members and is responsible for determining the strategic direction of each council, developing the strategic priorities outlined in Corporate Strategy. They also have a responsibility to track the Corporate Strategy's delivery, reviewing and responding to performance information.
Full Council	Main approval mechanism at the councils where elected members authorise the Corporate Strategy and budget on an annual basis.
Directorate Management Teams	Service managers meeting together to discuss performance and delivery within their directorate, agreeing necessary action to improve performance.

Performance management roles	Purpose
Collection Officers	Collect, retain, and enter data onto the performance systems and ensure Written Procedures are up-to-date.
Responsible Officers	Check and verify data on the performance systems, ensuring data quality and completing Action Plans when an indicator is below target.

Authorising Officers	Approve the data on the performance systems, providing a final check on indicators and authorising them for reporting. These are made up of senior management and directors.
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Services and teams	Purpose
Service Leads	Lead on the development of business plans, providing direction for their service. They are also responsible escalating and addressing risk as appropriate.
Managers	Oversee staff performance and undertake Personal Development Reviews. They also promote the importance of performance reporting within their teams.
Individual Officers	Responsible for their personal development and performance. They should also understand how their work contributes to the Corporate Strategies and seek support to improve performance and reduce risk.
Transformation and Partnerships	Responsible for reporting on performance, preparing and submitting reports committees and senior management. They also manage the performance management system.
Programme Management Office	Responsible for supporting the delivery of the Corporate Strategy projects. This includes support project officers and managers in project documentation and reports.

REPORT TO	ON
CABINET	Wednesday 14 th October 2020



TITLE	PORTFOLIO	REPORT OF
Refurbishment of Hurst Grange Park Coach House, Penwortham	Cabinet Member (Finance, Property and Assets)	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To bring the Hurst Grange Coach House refurbishment and improvement project back before members following an open tender process to seek permission to spend the allocated capital budget and award the contract to the Preferred Bidder identified by the procurement process.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet:
 1. Grant permission to spend the allocated capital budget of £732,732 for the Refurbishment of Hurst Grange Coach House and the associated project activities
 2. To award the contract for the building works to Bidder 8 in Table 1, Appendix 1

REASONS FOR THE DECISION

3. The Hurst Grange Coach House project has been progressing over a number of years and was considered at Full Council in July 2020 where the go ahead was given for the acceptance of the grant from the National Lottery Heritage Fund and to progress an open tender process to identify a preferred bidder. Now the tender process has been carried out there is a need to seek formal approval to spend the allocated capital budget and award the contract to allow improvement works to begin.

CORPORATE OUTCOMES

4. The report relates to the following corporate priorities:

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

Projects relating to People in the Corporate Plan:

Our People and Communities	X
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BACKGROUND TO THE REPORT

5. The Coach House within Hurst Grange Park dates back to the 1850s and was built along with a large mansion 'Hurst Grange' as a coach house and stables for the former estate. Hurst Grange Park has for many years been recognised as Penwortham's principal park, however, unlike the borough's other principal greenspaces, Worden Park, Leyland, Withy Grove Park, Bamber Bridge and Longton Brickcroft Nature Reserve, Longton, the park has no on-site facilities available to the public which limits visit times and the activities that can be supported by the park.
6. The Coach House which currently sees minimal use, has been identified as a means of providing visitor facilities in the park and as a result has been subject to fundraising by the park's Friends Group and the submission of a funding bid to the National Lottery Heritage Fund that was announced as being successful in March 2020 after a two-stage competitive process.
7. The project was presented to Full Council in July 2020 at which it was agreed to progress the project and accept the National Lottery Heritage Grant with evaluation criteria for the tender process approved.

PROPOSALS

8. The project scope includes the refurbishment of the historic Coach House building to allow it to be brought back into use providing a range of facilities to support the use of the park and a range of community events and activities. The building, currently little more than a shell, would have the 1960s depot garage extension removed and the original front façade restored, the roof repaired, windows replaced, and the interior fitted out to provide public toilets, available when the building is open, a kitchen, 2 flexible use rooms and a first-floor office/studio space.
9. Externally the rear courtyard would have a glazed cover to allow greater year-round use, with an enclosed dementia-friendly wildlife garden beyond as designed by the children at Broad Oak Primary School. The front courtyard would have the original surface restored and new paths, planting and cycle

parking would be created along with improved lighting through the park providing lit access when the building is in use.

10. Events and activities would take place during the construction phase and in the 12 months following as part of the lottery funded Activity Plan. This will include guided walks and talks, heavy horse demonstrations and organised activities for visiting school groups, in addition to the Park's existing annual events programme.
11. The project aims to maximise social value at all stages with measures ranging from engaging local contractors and consultants as far as possible and encouraging them to source labour and material locally as part of their work.
12. The total project (cash) budget allowed for in the lottery bid is £783k forecast to be funded as follows:
 - National Lottery Heritage Fund Grant - £513k
 - SRBC match funding - £253k
 - Friends Group funding - £17k

Based on the tender price of the preferred bidder highlighted in Table 1 in Appendix 1, an updated project cost forecast is provided in Table 2 in Appendix 1.

13. A grant bid has been submitted to the Lancashire Environmental Fund (LEF) for up to £30,000 which will contribute to the creation of the external spaces around the building. If successful, this will reduce the council's contribution to the project by the amount awarded. The result will be known in December 2020.
14. In addition to the project's total cash value, above, there is also a contribution of volunteer time to the overall project valued at £5,700.

Tender Process

15. The opportunity for the building works element of the project was openly advertised on The Chest (the North West Procurement Portal) and Contracts Finder. In addition, the opportunity was also advertised to the Federation of Small Businesses and the Chamber of Commerce.
16. The bids received were assessed according to the agreed criteria and the top two scoring bids submitted to the project's external Quantity Surveyor for a check of the rates and prices put forward. The tenders received are listed in Table 1 in Appendix 1, attached, and Tender number 8 is the overall highest scoring compliant tender and is recommended for acceptance. Tender number 8 is within the budget for the building works included within the lottery bid.
17. Bidder number 8 is a Lancashire-based company and has included a range of Social Value commitments as part of their tender including providing recruitment, apprenticeship, charity and community support opportunities that will be targeted to local residents. The bidder states that they will achieve this through their local supply chain, skills and training, apprenticeships and community benefit activities and that they will create and maintain a Key Performance Indicator record of hours in order to measure and evidence that the social value commitments are met across the project.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

18. Various consultation sessions have been carried out throughout the project including visitor surveys, workshops, focus groups, open days and school visits. Consultation has been detailed in the project Consultation Report and summarised in the Council report of July 2020.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

19. A range of options were considered for the future of the building and a preferred way forward was chosen and developed following consultation. Options of 'do nothing', residential conversion, commercial use and were rejected at an early stage of the process as a result of consultation feedback.
20. There has always been the option of not taking the Coach House refurbishment and Heritage Fund application forward. However, at every stage through Cabinet reports or delegated decisions, it was agreed to continue the project and associated Lottery bidding process until this point whereby the project can be delivered if given final approval.

AIR QUALITY IMPLICATIONS

21. There are no negative Air Quality implications anticipated with this project. The building's refurbishment has been designed to reduce its future carbon footprint with technology such as air source heat pump powered heating and other measures to reduce the building's resource requirements.

RISK MANAGEMENT

22. The improvement of the Coach House has been identified as a key part of the park's improvement since 2005. The lack of facilities within the park currently limits the usage and range of activities it can support. It is unlikely that a similar funding opportunity to improve the building will be forthcoming in the foreseeable future.
23. A range of other project risks have been identified within the project's risk register.

EQUALITY AND DIVERSITY IMPACT

24. There will be a significant positive effect from the perspective of Equality and Diversity. The project aims to increase the usage of the park by all sectors of the community through physical improvements (e.g. the provision of inclusive toilet facilities) and the provision of activities in and around the refurbished Coach House. There are a number of key Equality and Diversity outcomes required by the Lottery which will need to be reported on during and after the project.

COMMENTS OF THE STATUTORY FINANCE OFFICER

25. The current forecast is outlined in Table 2 in Appendix 1 and the capital budget will be adjusted base upon these update figures. A credit check of the preferred bidder has indicated the company is in good financial standing.

COMMENTS OF THE MONITORING OFFICER

26. An appropriate procurement exercise has been carried out. Our Contract Procedure Rules have been complied with.
27. The council will enter into a formal contract with the Main Contractor to carry out the construction work. Various other agreements would be set up with suppliers and consultants involved in the 'Delivery Phase' of the project. The planning permission received contains several conditions that need to be adhered to. Obviously, any terms associated with the Lottery funding must also be complied with.

BACKGROUND DOCUMENTS

Hurst Grange Coach House report to Full Council – July 22nd 2020

APPENDICES

Appendix 1. (Confidential) – Table 1 showing tender prices and associated quality assessment scores for the project's building works element and Table 2 showing the updated project cost forecast based on the tender price of the preferred bid.

Jennifer Mullin
Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Greg Clark (Senior Parks Technical Officer)	01772 625561	10 th September 2020

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APPENDIX 1 – CONFIDENTIAL

Refurbishment of Hurst Grange Park Coach House, Penwortham

Table 1 – Tenders Received for Building Works Element of the Project

Tender	Compliance with Spec? Pass/Fail	Price	Price Score (60%)	Quality Score (40%)	Total Score	Suitability Questionnaire Pass/Fail
8	PASS	£557,544.03	60.00	40	100.00	PASS
10	PASS	£604,624.68	55.33	34	89.33	
11	PASS	£598,939.55	55.85	33	88.85	
9	PASS	£619,634.61	53.99	33	86.99	
1	PASS	£727,402.35	45.99	40	85.99	
6	PASS	£763,872.00	43.79	40	83.79	
2	PASS	£774,477.00	43.19	40	83.19	
5	PASS	£784,883.57	42.62	36	78.62	
3	PASS	£882,577.62	37.90	36	73.90	
7	PASS	£770,251.28	43.43	28	71.43	
4	PASS	£896,624.41	37.31	31	68.31	

Table 2 – Forecast Delivery Phase Costs Based on Preferred Bidder's Tender Price

	Original Budget Delivery Phase	Forecast Delivery Phase (Oct 20)
Main Contract (Building Works)	£590,185	£557,544
Building Works Contingency	£50,018	£50,018
External Spaces Ancillary Works (Planting, Access Lighting, etc)	£44,170	£44,170
Professional Fees	£33,500	£33,500
Other Contingency (Inflation allowance)	£23,252	£5,000
Other Costs (Activities, Interpretation & Project Monitoring/Evaluation)	£42,500	£42,500
Total	£783,625	£732,732

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REPORT TO	ON
CABINET	Wednesday, 14 th October 2020



TITLE	PORTFOLIO	REPORT OF
Refurbishment of Playgrounds at Hurst Grange Park, Penwortham & Bellis Way, Walton-Le-Dale	Cabinet Member (Environment)	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To bring the refurbishment projects for the playgrounds at Hurst Grange Park, Penwortham and Bellis Way, Walton-Le-Dale before members and to seek permission to spend the allocated capital budgets and award the contract to the Preferred Bidder for Hurst Grange Playground identified by the procurement processes.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet grants permission for the following:
 1. To spend the allocated £225,000 capital budget for the Refurbishment of Hurst Grange Park Playground
 2. To award the contract for the refurbishment of Hurst Grange Park Playground to Bidder 1 in Table 1
 3. To spend the allocated £30,000 capital budget for the refurbishment of Bellis Way Playground, increased to a maximum of £60,000 subject to a successful external funding bid by the Friends of Bellis Way Playground.

REASONS FOR THE DECISION

3. The current capital programme includes a number of play areas identified for improvement. Hurst Grange Park and Bellis Way Playgrounds have funds allocated in this financial year and bids have been invited on a design and build basis.

CORPORATE OUTCOMES

4. The report relates to the following corporate priorities:

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

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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BACKGROUND TO THE REPORT

5. The report *Creating Playful Communities* by Play England (2011) suggests improving opportunities for play provides additional benefits to the simple fun and enjoyment that it gives to children and young people:
- Play is important for children's health – both physical and mental. Active physical play can contribute to reducing levels of childhood obesity.
 - Access to play and informal recreation opportunities can help to reduce anti-social behaviour
 - Providing play opportunities brings communities together and is a strong force for community cohesion.
6. A previous playground refurbishment programme ran from 2003 to 2012 and refurbished a number of the council's children's play areas. However, the programme ended before several sites were improved and these are now being prioritised under the current refurbishment programme.
7. Hurst Grange Park Playground was last comprehensively refurbished in 1998, with the addition of a new group swing in 2010. As Hurst Grange Park is classed as Penwortham's Principal Park, the playground is intended to serve a wider area than a local neighbourhood play area. The Playground remains well used by the public, but the layout and equipment is now dated and the site scores poorly for accessibility and inclusivity, especially when compared with the more modern designs of Worden Park, Leyland and Withy Grove Park, Bamber Bridge, the borough's other Principal Park Playgrounds.
8. Bellis Way Playground is a small neighbourhood play area, set within an area of public open spaces in the Walton Park development. The close proximity of neighbouring houses makes the site unsuitable for equipment for older children where more disturbance may be expected. An alternative site for a playground for older age groups is being looked at as part of the development of surrounding areas. The existing playground has only a single swing left and is therefore insufficient for the locality it serves.

9. The Friends of Bellis Way Playground have submitted a funding bid to a local grant funder for £30,000 towards the improvement of the playground. If successful, the budget can be doubled from £30,000 to £60,000 and therefore bidders will be invited to submit a scheme to reflect the available budget.

PROPOSALS

Hurst Grange Park Playground

10. It is proposed to refurbish Hurst Grange Park Playground to provide a modern accessible and inclusive playground for Toddlers (ages 2-6) and juniors (ages 7-12). Although the space available and setting wouldn't allow for a facility on the scale of Worden or Withy Grove Park playgrounds, the budget will allow for a good range of equipment for both age groups including a sand pit and 'landmark' item such as a tall (up to 7m) climbing tower and slide, that are generally limited to the principal facilities.
11. The contract is classed as a Services contract due to the design element and therefore the contract value exceeds the OJEU threshold above which the tender must be advertised across the EU. Therefore, an approved framework (ESPO) was utilised to allow a 'further competition' tender process to be undertaken with a pre-qualified list of bidders who have been included on the framework through an OJEU approved process.
12. Bidders were notified of the project budget and asked to design a scheme providing maximum value for the budget available. 1 tender submission was received before the closing date and has been evaluated in accordance with the evaluation criteria. The details are listed in Table 1 below. Tender Number 1 is an acceptable quality, compliant tender and is recommended for acceptance.
13. The preferred bidder is based in the UK and under the Social Value element of the bid has undertaken to source plant and materials from the South Ribble area and anticipates that 1/3rd of the contract value will be spent locally. In addition, the bidder has offered some training opportunities on site during the works.

Table 1 – Hurst Grange Park Playground

Tender	Within Budget? PASS/FAIL	Quality Score (100%)
1	PASS	96

Bellis Way Playground

14. The £30,000 budget allows for the installation of a small range of toddler equipment with new surfacing and perimeter dog proof fencing to be installed. A £60,000 budget (if the Friends Group's funding bid was successful) would allow a greater range of toddler equipment to be provided with the area of the playground extended slightly to the sides. An extension to the north would be avoided to maintain the playground's distance from neighbouring houses.
15. Designs for the playground will be invited through the Chest in accordance with the council's Contract Procedure Rules with bidders asked to design a scheme for the available budget (£30,000 or £60,000). The bids will be assessed according to the evaluation criteria and the successful scheme will be the design that gives the greatest value for the budget available.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

16. Consultation was carried out for Hurst Grange Playground between 20th July and 3rd August 2020 and for Bellis Way Playground between 19th August and 6th September 2020. The consultations invited the public to submit their thoughts on the current sites and give views about suggested possible items of new equipment.
17. The information was provided on the council's website with letters sent to surrounding houses and signs displayed on site providing the weblink. The consultations were also advertised on social media by the council and by the Friends Groups at both sites. Consultation replies have been reviewed and fed into the design brief for bidders.
18. Details of the playground consultation have been sent to the Chairs of the relevant My Neighbourhood Hubs and there will be further engagement as the projects progress, if given approval to proceed at this stage by Cabinet.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

19. The option of doing nothing and leaving the sites in their current condition was rejected as both sites are now in need of refurbishment to provide quality facilities.
20. The option of providing junior equipment at Bellis Way and teen/adult equipment within the playground at Hurst Grange Park was rejected due to limitations on space and the proximity of surrounding houses.

AIR QUALITY IMPLICATIONS

21. The proposals will not give rise to any negative air quality issues. Care shall be taken to ensure any work minimises the overall environmental impact in terms of carbon emissions and reduction in the use of single use plastics as identified in the corporate priorities.

RISK MANAGEMENT

22. A number of risks linked to the current site designs will be addressed through the improvement proposals. The project risk register identifies other key risks, the majority of which will be mitigated by the procurement process followed.

EQUALITY AND DIVERSITY IMPACT

23. The new play areas would be more inclusive and accessible by design.

COMMENTS OF THE STATUTORY FINANCE OFFICER

24. The Capital Programme for the financial year 2020/2021 includes a budget of £500,000 for the refurbishment of 4 play areas. Of this budget £225,000 has been allocated to Hurst Grange Park Playground and £30,000 to Bellis Way Playground.
25. The Friends of Bellis Way Playground have applied for a grant of up to £30,000 that could contribute to the scheme if successful and therefore permission to increase the budget to £60,000 has been requested, subject to the success of the external funding bid. If funding is not successful only £30k will be spent and the budget also reduced.

COMMENTS OF THE MONITORING OFFICER

26. With regard to both proposals the council's Contract Procedure Rules have been complied with. In particular an EU compliant Framework has been used for the proposals relating to Hurst Grange Park.
27. The Council will be bound by the terms and conditions it enters into with any external suppliers and contractors. The proposed installation of a tall item of equipment up to 7m in height will be subject to planning consent and any associated conditions.

BACKGROUND DOCUMENTS

Council Budget Report including capital programme details for 2020/21 - 26th February 2020
Application for Planning Permission for a tower up to 7m high within the playground

There are no appendices to this report

Jennifer Mullin
Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Greg Clark (Senior Parks Technical Officer)	01772 625561	7 th September 2020

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REPORT TO	ON
CABINET COUNCIL	Wednesday, 14 th October 2020



TITLE	PORTFOLIO	REPORT OF
Volunteering Policy and Framework	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	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?)	N
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. To provide Cabinet for their decision, a policy providing a standard and clear framework to recruit, retain and support volunteering with the Council. A second policy is included to set out the framework for how the Council will enable its own employees to volunteer.

PORTFOLIO RECOMMENDATIONS

2. To approve and implement the policy for 'Volunteering with the Council'.
3. To approve and implement the policy for 'Employee Volunteering'.

REASONS FOR THE DECISION

4. The development of a volunteer framework and policy was identified within the Corporate Plan, under the theme of People and Communities. The decision will enable the council to develop a consistent approach to volunteering for the Council.

CORPORATE OUTCOMES

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

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

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

6. A previous report was first presented to Council on 6th February 2019, with the decision to undertake consultation with stakeholders and to provide a further report relating to provision of an expenses scheme to encourage engagement from individuals who may be financially excluded. Since that decision there has been a change in administration following the election in May 2019. Recently the Council has become a member of the 'Co-operative Councils Network' which provides a set of principles and framework for the way in which the Council works with its communities and partners.
7. The impact of Covid 19 on volunteering, locally and nationally is not yet clear but there are early indications that 'volunteering' has changed in terms of demographics and the way in which individuals want to get involved within their community. A growing movement of 'mutual aid' is not volunteering in terms of formal and regulated activity but has been about responding to individuals who need help and reactive. This may be more popularly seen as Facebook community groups and Covid 19 communities etc.
8. Another impact of Covid 19 has been groups losing some of their older and regular volunteers as they have shielded or have other health conditions and so anecdotally the council is aware that trustees and other types of volunteers within an older age demographic have 'retired' from their roles. This translates into a volunteer demographic that is potentially of working age, with less time to commit. The opportunity for the Council is to implement a policy that will provide wider opportunities for people to volunteer with the organisation, as well providing employees the opportunity to volunteer and support their local community in a very practical and tangible way.
9. The Council's role with South Ribble Partnership and the Community Strategy also links directly with the way in which the Council leads as an organisation in the way volunteers are supported and how the Council enables its own employees to volunteer. Already the Council is a funding partner in the Partnership's Time Credits initiative and the volunteer policy provides an opportunity to better integrate the time credit approach to promote and engage volunteers.

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

10. There are currently just over 190 individuals that volunteer with the Council, and it is without the time and commitment provided by these individuals that services such as the museum or activities in our park would not be able to take place.
11. However, if the Council is to get the most from its volunteers and ensure that people who give their time freely are supported well and have the opportunity to develop their skills and in some cases employment prospects, then a clear policy and consistent approach dealing with the recruitment and retention is essential. Feedback from existing officers who co-ordinate and work with volunteers demonstrates that there is varied levels of support, training and resources to help both employee and volunteer get the most out of their time.

Volunteering for the Council

12. This policy sets out a framework for officers and services to enable them to consistently develop volunteering opportunities, promote them in a fair and open way as well as identifying the way in which volunteers should be supported.
13. Volunteering with the Council may either be formal or informal. By informal, these will be opportunities where communities are invited to take part in open events such as a litter pick. In those cases, the Council will keep the process clear, simple and

unbureaucratic, by providing on the day briefings relevant to the activity.

14. However, for those individuals who apply to be a volunteer, a role profile will set out what the opportunity entails and how they will be supported and any training they would need to evidence or undertake. By developing a role-based approach, a service will be able to define how the volunteering role will be able to support the service and have director sign off to ensure that any relevant safeguarding and training requirements are identified before the volunteer role is promoted.
15. In promoting the volunteer role, a consistent approach will be taken, by using a digital platform such as Tempo Communities, to post the available opportunities for people to volunteer with the council and how they can apply. Paper copies will always be made available.
16. Services will be supported to considered develop volunteer-based roles beyond those already offered by the council. This may include opportunities such as digital befriending/champions and cycle ride leaders.
17. Training and development is at the heart of the policy to support volunteers (where they want to) to undertake relevant training and if possible, gain qualifications or accreditations. Employees will also be provided training where appropriate if they are to support and co-ordinate volunteers. There are several training courses and providers out there which are fully funded and can be accessed by the Council.
18. An expenses scheme has been included within the policy, which is provided on the basis to ensure individuals who may be financially excluded are able to get involved and volunteer. The scheme operates on an exception basis whereby a volunteer is able to get expenses for commuting to and from the place of volunteering.

Volunteering as an employee of South Ribble Borough Council

19. In the spirit of a co-operative Council, the employee volunteering policy sets out a framework for the Council to support the wider community and voluntary sector within South Ribble.
20. At the core of the policy is the principle that if the Council encourages people to volunteer for the organisation, that in return our own employees are supported to through an annual allowance of paid leave that can be used to undertake a volunteer role with a local community or voluntary group.
21. Partners, particularly within the Voluntary and 3rd sector identified the need for volunteers such as trustees, web and digital support, fundraising and grant application writing. South Ribble Partnership in response identified within its community strategy, the need to develop an employee led volunteer programme. This is currently being defined and to be agreed in September. The proposed policy for South Ribble Council is broadly aligned to the wider South Ribble framework, and early adoption will set the Council as a leader locally in driving the wider partnership framework forward.
22. The policy provides up to 3 days (pro rata) leave per year, which may be taken as a block to support a local group in an activity or it can be taken as hours over a longer period, supporting such functions as trustees or grant writing types of activities.
23. The execution of the policy would seek to align an individual employee's development needs with potential volunteer opportunities that can provide experience and

development on a professional and personal basis.

24. There are variances in working hours and column points on the pay scales across the organisation, so only an estimate can be provided on the number of hours and cost the policy represents to the council and the community. Based on all employees who work 37 hours per week, the average salary in each grade (where employees are on career grades the average of the highest grade possible has been used), the Council has the potential to provide over 4,000 hours of volunteering to local groups/organisations and up to £70,000 of time (rounded to nearest £1,000) which represents a significant investment in kind to local communities. This directly supports the Council's efforts around wealth building and cooperative council principles.

Implementation of the Policy

25. It is proposed that this process and implementation be undertaken in the remaining quarter 3 and 4 of 2020-21 with the policy to be fully live by April 2021. Performance and Partnerships will lead on its implementation and support services to understand the requirements for their teams and departments.
26. The key tasks that will need to be completed before April 2021 are:
- a) Existing volunteer roles of the Council will need to be reviewed by the services and the role profile agreed;
 - b) A data collection exercise will be required to standardise the information held on all volunteers currently engaged with the Council and where inductions have not been undertaken, these should be delivered;
 - c) Service planning and Professional Development Plan documentation will need to be updated to include a section on volunteering, with appropriate guidance for managers and employees.
 - d) A training programme will be developed with existing partners to support employee, manager and volunteer.
27. It should be noted that in working with our existing volunteers, the transition process to the formalised structures will be done considerately and positively. The spirit of both policies is about mutual support, co-operation and giving.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

28. Consultation with key partners and stakeholders took place through interviews and workshops as part of the Community Strategy development. It identified the poor community and voluntary infrastructure in the Borough and the need for space to network and share good practise and to ensure it is adequately resourced.
29. South Ribble Community Powwow took place, December 2018 and was focused on volunteering and community participation. The Powwow looked at several different tools and approaches to volunteering. This included incentives to encourage engagement social isolation is addressed through volunteers that take on a focused project or activity.
30. Consultation with officers took place in January 2020 to assess the current number of volunteers engaged with the council, whether inductions are conducted and how supported as officers they feel in their role as volunteer managers/coordinators. The sample size was small, and the results varied, but it provided evidence that with respect to the way in which the Council manages volunteers, it is inconsistent across services. Inductions were provided to some volunteers and not others, and whilst officers felt

supported in the time, they were provided to undertake supporting volunteers, they didn't feel they had support to undertake appropriate training relating volunteer management.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

31. The current position is inconsistent and ad-hoc, with no structure or corporate influence to identify volunteer opportunities within services. There is neither a consistent way in which volunteers are recruited or inducted into the organisation, presenting risk and potential to not get the best experience for both volunteer and officer. To continue is not feasible, if the Council wishes to develop how it works with and engages in a cooperative way with communities and individuals who want to get involved in their communities.
32. Employee volunteering and the level of paid leave has been considered in terms of either 1, 2 or 3 days. In 2016, the government had proposed 3 days paid volunteering leave for any organisation over 250 employees. Whilst this has not been taken forward, it set a standard target to aim for. In providing 3 days, it would enable a short and focused volunteering period for an employee to take part in a local project or it can provide sufficient hours to take part in a longer-term development process such as professional development through serving as a trustee.

AIR QUALITY IMPLICATIONS

33. N/A

RISK MANAGEMENT

34. The implementation of the policy seeks to mitigate a number of risks around volunteers:
- ▶ Greater emphasis on training and support both for volunteer and employee
 - ▶ Formal induction process that will cover key topics such as health and safety and safeguarding and well as conduct and behaviour
 - ▶ A complaints process that can be used to resolve issues
35. The main risks that will be managed are:
- ▶ Inconsistent adoption of the policy across services of the Council and its application by managers – As part of the implementation of the policy training and communication will be provided to key managers as well as integrating the development process into the professional development process for employees and service planning process for directorates.
 - ▶ Potential for fraud on the expenses scheme – the level of expenses would be of low value, but sufficient controls for processing payment through the Council's own payment system and use of application forms and proof of incurred expenditure should limit risk in this area.
 - ▶ Potential for abuse of volunteer days by employees – as a risk this is low as the process to obtain leave will be managed with both employee and manager and the time provided accounted for.
 - ▶ Limited opportunities for volunteering with the Council are developed – as part of the service planning process and support from Performance and Partnerships services will be encouraged to consider roles for volunteers, particularly on how it can support individuals step in to employment or deliver added value on services provided by the council that cannot be achieved through paid employment.

EQUALITY AND DIVERSITY IMPACT

- 36.** The policy makes clear its commitment to equality and diversity and for the first time sets out clearly how volunteers who may previously have been disadvantaged will be able to take part in volunteering.
- 37.** The inclusion of Dementia Friends sessions further marks the Council's commitment to ensuring that the experience for volunteers living with dementia or as a carer is a positive one. The principle can clearly be extended to any individual who may have specific needs or caring responsibilities that require a more flexible approach to volunteering with the Council.

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 38.** Employee time is a notional cost of this project and will be borne by the relevant salary budgets. Expenses to volunteers is a new cost and will be monitored to ensure costs are managed and budgeted correctly.

COMMENTS OF THE MONITORING OFFICER

The legal issues have already been raised within the body of the report.

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

List any background documents which are relevant, including policy documents or previous Cabinet reports. Remember for a public report all background documents referred to are open to public inspection on request. Use links to any web-based documents.

APPENDICES (or There are no appendices to this report)

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

Appendix 1 Volunteering with the Council (Policy)

Appendix 2 Employee Volunteer Policy 2020

Jennifer Mullin

Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Howard Anthony (Policy, Performance and Partnerships Manager)	01772 625546	25/09/20

South Ribble Volunteer Policy

September 2020



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Document Control

Publication Date	TBD
Related Documents	<ul style="list-style-type: none"> ▶ Recruitment process for becoming a Volunteer with the Council ▶ Volunteering expression of interest form ▶ Induction Officer check list - guidance ▶ Corporate volunteer role description - template ▶ Volunteer Welcome Pack – template ▶ Volunteer Emergency Contact form ▶ Corporate Volunteer expenses claim form - template
Author (Team)	Performance and Partnerships

Review of Strategy

Review Date	

Introduction

South Ribble Borough Council has been working with volunteers for many years.

The Council is incredibly proud of the work undertaken by the various Friends Group who support our local parks and green spaces; working alongside our neighbourhood teams to keep our parks recognised as some of the best in the country! We would not be able to open our museum and arts centre without the 40+ volunteers who support our curator; welcoming visitors and supporting the various displays and events that take place.

Our community teams have hosted a range of events such as 'In Bloom' competitions and local litter picks all which could not happen without the generosity and involvements of members of the community.

It is on this strong foundation, we want to grow the opportunities for people to volunteer with us; either on a one-off basis or on a more regular basis.

We believe that we have lots of opportunities for people to join us, whether it is supporting local events and festivals, getting involved in the parks and even helping to lead health and wellbeing activities.

Policy Statement

A volunteer is someone who contributes their time, skills and experience freely in the support of the delivery of services to the community. Our commitment is to ensure that;

- ▶ It is something an individual chooses to do
- ▶ Their time is freely given
- ▶ Every individual has the right to volunteer
- ▶ Volunteers are not a replacement or substitute for paid employees

The opportunities that the Council provides may be for short periods, or on a more frequent and longer term.

South Ribble Borough Council will:

- ▶ Respect the freedom of choice of volunteers about when they engage in volunteering activities;
- ▶ Define and agree the scope of the roles undertaken by volunteers. This will be achieved through integrating it into the service planning process. Formal roles will be identified through the service planning process;
- ▶ Provide consistent induction and support for volunteers across all areas of the Council;
- ▶ Support volunteers to develop their own skills and knowledge, and to help and support our communities;
- ▶ Support volunteers in ensuring they conduct themselves in accordance with the council's policies and procedures.

As a Co-operative Council, we are committed to working in partnership with our local communities to deliver the best we can with our collective resources and volunteering is a key element of this.



Volunteering will assist the Council in engaging and working with residents to build their skills and confidence to become active participants within their communities.

Working with our Neighbourhoods team we will seek to support local volunteering schemes within the Council and provide support externally to individuals and community groups that need it too.

Part 1: Volunteering for the Council

Scope

This Policy overarches and applies to all Council services wishing to offer volunteer placements within their areas of operation. The Policy provides a single policy framework to recruit, train and support volunteers who are volunteering directly on the council's behalf.

The Council recognises the importance of working in partnership with organisations which a volunteer led , examples being Leyland Festival, and the Leyland Town Team. Where the Council is working alongside such groups, a Service Level Agreement will be drawn up between South Ribble and the relevant group.

Volunteers for the Council

Volunteers with the Council are expected to display the highest levels of courtesy, conduct, integrity and behaviour towards employees, customers, members of the public and other volunteers always. They must not do anything which may bring the Council's or any employee's reputation into disrepute.

There are 2 ways in which someone may volunteer with the Council;

1. Formally:
 - a. A prospective volunteer may approach a service to offer their time and skills, for example to gain experience or to take part in a local community activity;
 - b. A service may identify one or more volunteering opportunities and actively seek to engage volunteers.
2. Informally:
 - a. Individuals may come along to an open public event and spend their time with the council in a community activity, for example tree planting or litter picking.

Becoming a Volunteer with the Council

The Council seeks to limit as far as possible any unnecessary bureaucratic burden on volunteers, so that they have a positive and fun experience.

Formally:

The Policy sets out a consistent way in which people can find out about opportunities to volunteer with the Council as well as enquiring about how they can get involved. A series of application forms, guidance notes and welcome information is attached as appendices to this policy, which must be followed by all services of the Council using volunteers. Services when developing their annual business plans, will be required to identify if there are any volunteer opportunities within the service and set out how they will be defined and promoted.

It is important to the Council that those who volunteer for us enjoy their time and this means ensuring that the volunteering role is right for the volunteer and that the volunteer is right for the Council. Where the role a volunteer has expressed an interest in is not suitable, the Council will endeavour to find a role that they may wish to consider.

Informally:

Where an individual is taking part in an open event where members of the public are invited to take part to support the Council in an activity, those attending will not be subject to the application process. However, participants will be required to take part in any relevant safety briefing and to follow appropriate instructions from the activity leader.

Volunteers under the age of 18

People of all ages are welcome to come and volunteer with the Council. However, when a volunteer is under the age of 18 the Council requires

- ▶ that they be accompanied by their legal parent or guardian

- ▶ that constituted groups and organisations that are predominately for individuals under the age of 16, e.g. Scouts, cadets, youth groups provide their own responsible officers/leaders who are fully DBS checked group volunteer leader.

Induction and Training

Those who formally volunteer with the council will be required to undertake an induction and appropriate training relevant to the role. Training is there to help support and develop volunteers and ensure they have the right support in the role.

Relevant training will be made clear on role descriptions, indicating which is mandatory and which is optional or available to a volunteer for development.

Training may be provided internally or where appropriate through an external training body with which the council has an agreement. Training may consist of online or classroom-based teaching. In all cases the Council will agree with the volunteer a training and development plan where it is appropriate.

Complaints

In the unfortunate circumstance that a volunteer has a complaint against a member of staff or other volunteer, or a member of the public complains about a volunteer engaged on the Council's business, the Council's Complaints Procedure will be used.

Dementia Friendly Borough

The Council is fully committed to supporting South Ribble Dementia Action Alliance in working towards Dementia Friendly status as a Borough. The benefits of volunteering when living with Dementia can include:

- ▶ increased energy;
- ▶ better mood;
- ▶ improved communication;
- ▶ something to look forward to.

Dementia Friends sessions will be delivered as part of the induction, following a successful application to volunteer with the council. This is to raise awareness and ensure that people living with Dementia can feel assured that volunteering with the Council will be a friendly and welcoming experience.

We welcome volunteers living with Dementia as well as their carers. Where we are made aware that a volunteer is either living with Dementia or caring for someone living with Dementia, we will provide practical support to make the experience fun and enjoyable

We will:

- ▶ agree the volunteer role and provide any required training that can support participation;
- ▶ ensure that the volunteer environment is supportive and appropriate;
- ▶ be flexible as we realise that sometimes the individual may not be able to attend on the day;
- ▶ make sure whoever is the volunteering supervisor knows what support is needed.

Time Credits

Tempo Time Credits are being used to facilitate community engagement, wider involvement and to build active and resilient communities in South Ribble.

Volunteers receive Time Credits as a thank you for contributing time to their community or service. They can then 'spend' Time Credits to access events, training and leisure activities, or to thank others in turn.

Time Credits act as an incentive to encourage more people to get more involved in their local community by giving their time. Ways that people can earn in South Ribble will be varied and the types of activities will depend on individual department objectives.

How Time Credits work: 1 hour = 1 hour

For every hour a person gives at an activity they receive a Time Credit. The event or activity should be agreed to be a Time Credited activity in advance as Time Credits cannot be back-dated or allocated retrospectively. It should be known in advance what sort of activities people will be doing to ensure the principles of an hour for an hour are met and that the activity genuinely supports council objectives, operations or the community in some way.

Key things you need to know about Community Time Credits

- ▶ 1 hour = 1 hour - one hour given by a community member is worth one Time Credit
- ▶ Time Credits are given for active contributions and not to reward good behaviour or attendance.
- ▶ Time Credits are always worth 1 hour of activities. They do not have a cash value.

Allocation of Time Credits

Time Credits should be given to individuals or groups who have contributed as close as possible to the time the activity takes place. For a planned activity it should be on the day and for activities which are irregular a separate arrangement may be needed to allocate time Credits periodically. Any department who identifies ways to use Time Credits will have access to either printed or digital time credits for their department and a member of the team will be required to take ownership of the distribution and recording. Guidance on how to do this will be provided by the nominated lead for Time Credits at South Ribble Borough Council.

Supporting Access to Volunteering

The Council believes that everyone should be able to volunteer and that, where there are barriers, we should do what we can to support individuals to come and volunteer.

Travelling to and from a place of volunteering can create a financial burden that may stop someone from coming to support us. Where that is the case, agreement can be sought from the Council for reimbursement of travel expenses, of up to £10 per day, per individual.

The Council will only reimburse the costs incurred by use of public transport and parking (where this is not possible on Council owned sites). The Council will provide volunteers with daily parking permits allowing free parking on Council owned sites which can be used during the period when volunteering is taking place.

Any expenses that are to be claimed must be agreed prior to them being incurred and agreed with their designated officer.

Volunteers in receipt of benefits

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus, or Citizens Advice Bureau. Further advice is available online at

<https://www.gov.uk/volunteering/pay-and-expenses>

Legal

Volunteers will not be used in times of industrial action to do the work of paid staff. They may continue with their regular tasks but will not be asked to undertake additional duties.

Insurance

Public Liability – Volunteers operating on behalf of the Council are covered under the Council's public liability policy. This policy provides cover for volunteers against loss or injury caused by negligence on the part of the Council. It also protects the public against loss, injury or damage to property caused by the negligence of anyone acting on behalf of Council, including volunteers.

However, the Council will require formally recognised groups, committees, and clubs etc. to hold their own Public Liability insurance cover.

All volunteers are responsible for the care of their personal belongings. South Ribble Borough Council cannot be responsible nor accept liability for any loss of or damage to a volunteer's belongings.

Public Interest Disclosure Act

Volunteers are not protected by the Public Interest Disclosure Act 1998, which covers whistle blowing as part of employment law. Volunteers are not workers within the limited definition in the law but can report any wrongdoing to the Council's Monitoring Officer. Volunteers are not employees of the Council and therefore will not receive the statutory protection or compensation.

Safeguarding

Everybody has the right to be safe no matter who they are or what their circumstances.

Volunteers must be aware of the council's safeguarding obligations and will receive role appropriate training alongside any volunteer induction they may undertake.

Data protection legislation

To process the volunteer's application, the Council will hold personal data about the volunteer. The Council will hold this data securely and process it in accordance with the Data Protection Legislation.

A privacy statement is available on the council's website which sets out the reasons for processing data and how we will use it. We will hold your data for a period of no more than 3 years after you stop volunteering with us, after which it will be removed and securely deleted from our systems.

The council will collect the information:

- ▶ To be able to process applications from volunteers;
- ▶ Undertake checks to comply with our obligations on health and safety as well as safeguarding and to process where necessary any disclosure and barring applications (DBS);
- ▶ Process payments for expenses where required;

The personal Data that we hold includes information such as;

- ▶ name,
- ▶ contact details, address, email and phone
- ▶ Special category / assistance you require
- ▶ availability to volunteer
- ▶ Previous experience
- ▶ Bank details

Equality Act 2010 and Public Sector Equality Duty (PSED)

The council complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and welcomes and encourages people of all backgrounds to volunteer with the Council.

Volunteering offers opportunities for different ages, communities and disabled/non-disabled people to work together to improve their community, gain and share experiences, reduce loneliness and isolation, build confidence and foster good relations. Volunteering may also offer individuals the chance to participate in public life where participation is disproportionately low and develop experience that can contribute to their Curriculum Vitae and help in gaining future employment.

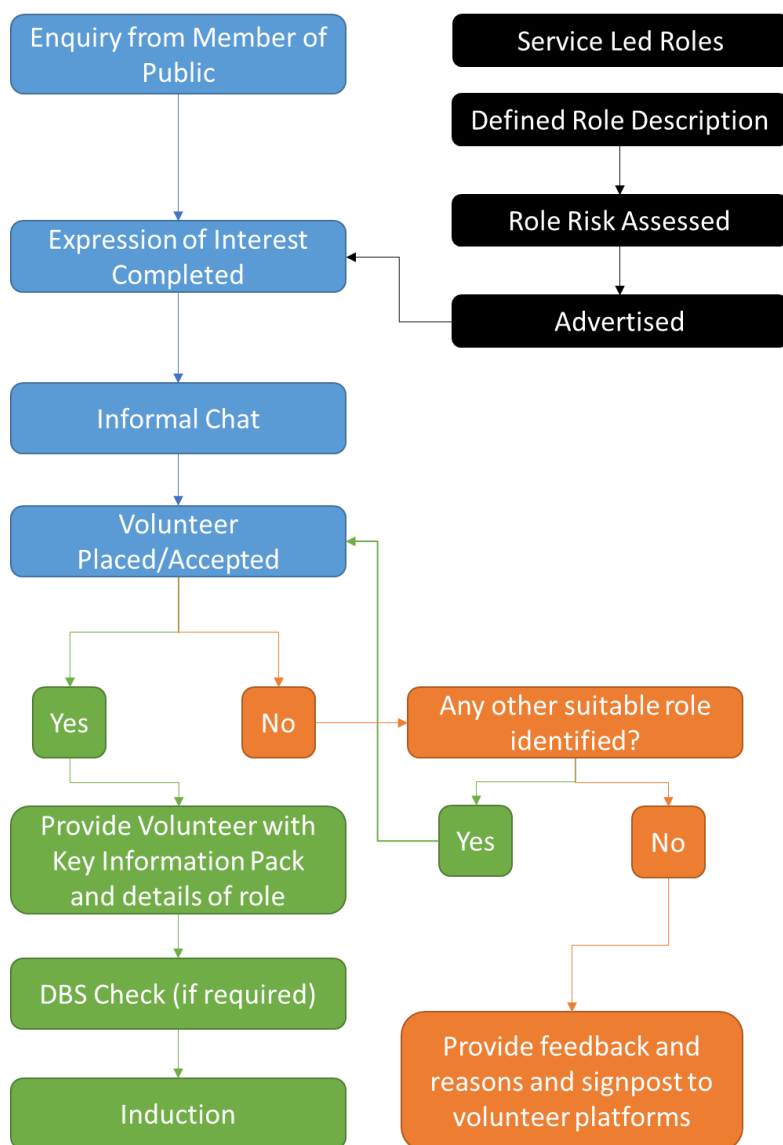
Volunteers of all backgrounds, ages and ability/disability are welcomed. However, there may be some situations, for reasons of health and safety, where some volunteering opportunities are not suitable for some groups.

Each volunteering opportunity will be risk and equality assessed so that any exclusions are adequately explained and evidenced. Reasonable adjustments for disabled volunteers will be considered in accordance with Equality Legislation.

Appendices

- a) Recruitment process for becoming a Volunteer with the Council
- b) Volunteering expression of interest form
- c) Induction Officer check list - guidance
- d) Corporate volunteer role description - template
- e) Volunteer Welcome Pack – template
- f) Volunteer Emergency Contact form
- g) Corporate Volunteer expenses claim form - template

Appendix 1: Recruitment process for becoming a Volunteer with the Council



Step 1: Expression of Interest

All volunteers will be asked to complete an expression of interest to tell us why they would like to volunteer in a specific role, or if they are interested in volunteering for the Council, but no specific role exists.

Step 2: Meet with us for a chat

This is not an interview, but an opportunity to have a chat with the Council officer who is responsible for volunteers in the area in which an expression of interest was made. Officers will seek to understand what it is about the volunteer role you are interested in and discuss what the role entails.

Step 3: Decision

We would seek to provide a response within 10 days after meeting with the prospective volunteer and let them know if their expression has been successful.

Whilst it is great that many people seek to volunteer, for both the volunteer and the organisation, the role and activities must be suitable and both parties must agree. This is to ensure that when you volunteer for the Council it will be fun, rewarding and worthwhile.

All are welcome and volunteers will be placed as far as possible in roles that match their original motivation to volunteer as well as their ability and availability linked to the Council's volunteering opportunities. If the role you have expressed an interest in is not suitable, the Council will endeavour to find a role that you may wish to consider.

Step 4: Induction

When being accepted as a volunteer, the officer responsible for that area will conduct an induction covering a range of policies and information that is relevant to the role.

Volunteering Expression of Interest Form

Name:

Contact Address:

Contact Phone Number:

Contact Email Address:

Tell us which role you are interested in:

Tell us why you would like to volunteer for the Council (please include any relevant experience or previous work that may be relevant related to the role you are applying for).

When would you be available to volunteer?

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							
Evening							

How many hours would you like to volunteer?

Do you require any assistance to be able to volunteer?

Yes

No

If yes please give brief details below

Data Protection

All the information requested in this Form is maintained as sensitive personal data in line with the Data Protection Act 2018. Information you provide will be held on manual or computerised systems. The Council will observe strict confidentiality and disclosures will not be made without consent.

Please see our privacy statement on how we will handle your information – available online at www.southribble.gov.uk

Your Application Form will be kept securely Human Resource the officer responsible for the volunteering opportunity, their line manager and Director/Service Lead. The information will not be disclosed to anyone outside of the Council, without your prior consent.

Signed:

Date

Name:

Volunteer Role:

Officer:

Date Started:

Please tick the relevant box	Yes	N/A	Comments
Volunteer hours			
Notifying the Council if you are not able to attend			
Introductions to key officers and team members			
Tour of the facilities/building			
Dementia Friends Session			
Health & Safety Policy			
Safeguarding Policy			
Emergency Procedures			
Fire Drill			
Accident Procedure			
Confidentiality			

Volunteer Role: <Insert Volunteer Role Title>

- ▶ <Insert a brief description of what the volunteer role is and why someone would like to be involved – this is your selling pitch!>

Role Outline: <Insert a bullet point list of the key activities that the volunteer will be asked to undertake e.g.

- ▶ *Perform basic bike checks prior to ride commencing in accordance with the ride leader training guidelines >*

Skills: <Insert a bullet point list of the key activities that the volunteer will be asked to undertake e.g.

- ▶ *Certified Level 1 and / or Level 2 Ride Leaders Award >*

Training: <Insert a bullet point list of any training we would provide to a volunteer to help them in their role>

- ▶ *First Aid qualification*

Additional Information: <Insert a bullet point list of any relevant information that will help the volunteer understand the role and any restrictions>

- ▶ *Volunteers are required to be 18 years plus.*
- ▶ *Due to the nature of volunteering a reasonable fitness level is required to undertake this role as well as being a confident and competent cyclist.*

Time Commitment: <Insert detail on when the volunteer would be required, i.e. every Tuesday evening between 6 and 8pm>

Locations: <Insert detail on where the volunteer would be based, i.e. Worden Park>.

For an informal chat about the role please contact:

<Insert name and contact details of officer responsible>

Volunteer Welcome Pack



Welcome

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. This is your own personal welcome pack, which provides you with key contacts and information that you may need whilst you are volunteering with us.

It also tells you what we as a Council agree to do and what we look for in our volunteers.

We hope that you have a great experience and thank you.

This pack belongs to:

Name:

Volunteer Role:

Officer:

Date Started:

Your Key contacts are:

Designated officer: [Insert officers name and job title]

Email:

Phone:

Designated officer's Manager is: [Insert officers name and job title]

Email:

Phone:

Your Volunteer Role:

Your role as a volunteer is [*state nature and components of the volunteering role*]

As a volunteer we have 2 key rules!

1. **Have Fun!**
2. **Make new friends!**

As a volunteer we expect that you will

- ▶ Do your best
- ▶ Abide by relevant health and safety legislation and data protection
- ▶ Follow our procedures and standards
- ▶ Meet the time commitments and standards which have been mutually agreed and to give reasonable notice so other arrangements can be made when this is not possible

Induction and training

We will provide you with an induction so that you have a clear understanding of the role of the Council, how your volunteering role is important to us and the difference you make to our communities.

Your induction will cover key policies and procedures that you need to be aware of so that you will feel confident in being able to raise any issues or concerns with us.



The Council is fully committed to supporting South Ribble Dementia Action Alliance in working towards Dementia Friendly status as a Borough.

As part of that commitment we expect all our volunteers to attend a Dementia Friends session. These are provided by the Council through our Dementia Champions who deliver these sessions on behalf of the Alzheimer's Society's social action project 'Dementia Friends'.

We welcome volunteers living with Dementia as well as those caring for people living with Dementia.

If you are a volunteer and you are living with Dementia or care for someone living with Dementia we want you to know that we will if you ask provide practical support to ensure your volunteering experience remains enjoyable and tailored to meet your needs.

We will:

- ▶ Agree your volunteer role and provide any required training that can support participation;
- ▶ Ensure that the volunteer environment is supportive and appropriate;
- ▶ Be flexible as we realise that sometimes it may not be possible to attend on the day;
- ▶ Make sure the volunteering supervisor knows what support is needed.

Supervision, support and flexibility

As a volunteer you will have an officer that is assigned to you, who will be your point of contact. They will agree with you the scope of your role, providing the induction and appropriate ongoing support.

Supporting Access to Volunteering

The Council believes that everyone should be able to volunteer and that where there are barriers, we should do what we can to support individuals to come and volunteer.

Getting to and from a place of volunteering can place a financial burden that stops someone from coming to support us. If this is the case, you can speak with your designated officer and we may be able to assist by reimbursing the cost of any public transport used to travel to and from a place of volunteering.

Any support must be agreed in advance with your designated officer and will be confidential.

Volunteers in receipt of benefits

If you are in receipt of benefits it is your responsibility to establish whether the volunteering role is going to affect your entitlement to any benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus, or Citizens Advice Bureau. Further advice is available online at

<https://www.gov.uk/volunteering/pay-and-expenses>

Resolving Issues

We want you to have a great experience. However, if you are not happy or have a concern about another individual or their behaviour you can speak with your designated officer who will attempt to resolve the issue fairly and as quickly as possible.

You are able to use the Council's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the assigned officer, or if the complaint is against your own assigned officer, by their line manager.

Important Information about your data

How we will handle your information

As a volunteer the Council will hold personal data about you. The Council will hold this data securely and process it in accordance with the Data Protection Legislation. We will retain on file information for a period of 3 years after which time it will be disposed of through deletion.

The Council may need to share personal information with other departments for the purposes of processing the volunteer's application, recruitment, management, payment (expenses) and for the collation of statistical information.

The sharing of the information will be on this basis and will not be made public by the Council. The Council may need to share the personal information provided by the volunteer with relevant partnerships, such as Leyland Festival Committee. We will not share this information without your express consent.



If you volunteer with us as a steward at the Leyland Festival, we may need to share your name with the Festival Committee who formally run the event.

Your Rights:

- ▶ Applicant volunteers can request / obtain copies of the information the Council holds about them by making a request in writing to the Information Officer or by completing the appropriate form on the Council's website. There is a fee of £10.00 payable for the provision of the information.
- ▶ If an individual is dissatisfied by how their personal information is held or disclosed a complaint can be made to the Data Protection Officer, South Ribble Borough Council, Civic Centre, West Paddock, Leyland PR25 1DH or Email: dpo@southribble.gov.uk



The Council is not able to preserve confidentiality where disclosure is required by other legislation.

Volunteer Emergency Contact Form

Please provide us with suitable contact details that we would need to use to contact someone on your behalf in an emergency.

Volunteer Name:

Contact Address:

Contact Phone Number:

Contact Email Address:

Next of Kin

Next of Kin Name:

Contact Address:

Contact Phone Number:

Contact Email Address:

Doctors

Doctors Name:

Surgery Address:

Surgery Phone Number:

Volunteer Travel Expenses Claim Form

Data Protection - Information recorded on this form may be used in computerised records. Under the terms of the Data Protection Act 1998 this information will be treated in a secure and confidential manner.

Name: _____

Email: _____

Address: _____

Date Started: _____

Period of Claim

Claim from: _____

Claim to: _____

Please note only a maximum of 2 months can be claimed prior to today's date.

Bank details

Account number:

Sort code:

Claim details

Enter the details for each claim in the period you are claiming for. Click the add button below to add each claim.

Date of Claim	Claim details	Travel to	Travel from	Travel Fare (£)
TOTALS				

Declaration

I certify that the journeys I am claiming are accurate and were necessary for a voluntary purpose.

Signed: _____

Date: _____

Please ensure you keep all receipts where possible for potential auditing purposes.

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Employee Volunteer Policy

March 2020

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Document Control

Publication Date	
Related Documents	▶
Owner (Department)	
Author (Team)	

Review of Strategy

Review Date	

Volunteering as an employee of the Council

Employer Supported Volunteering is when organisations actively support and encourage their employees to volunteer.

Employees already volunteer their time within the local community. This policy seeks to set out an overarching approach to how employees will be supported by the Council to get involved and support their local communities.

This commitment sets out:

- ▶ The volunteering opportunities that the Council can support,
- ▶ The time given to employees to undertake their volunteer role,
- ▶ What is expected from employees when provided with the time to volunteer.

Statement of Commitment

This document sets out South Ribble Borough Council's commitment to promoting and supporting involvement in voluntary activity by its employees. The voluntary activity should be linked to the Council's vision and corporate priorities.

Aim of the scheme

The Employee Volunteering Scheme aims to increase volunteering opportunities for employees at South Ribble Borough Council.

The Council will do this by releasing employees from normal duties for 3 days per year (pro-rata) to:

- ▶ Undertake current volunteering or new volunteering activities
- ▶ Encourage volunteering to be used for staff development via the appraisal processes
- ▶ Identify possible opportunities for volunteering linked to the Corporate commitment to developing thriving communities

Policy Scope

The policy applies to all current employees of South Ribble Borough Council. Under the policy employees are able to identify suitable volunteer opportunities and speak with their line manager to discuss how they can be supported. Managers should see volunteering as an opportunity to develop employees and work with individuals to agree an appropriate volunteer experience.

As part of the policy, the question of volunteering and potential for professional and personal development will be integrated into the Personal Development Plan process for employees.

Why volunteer?

For employees, it can,

- ▶ bring a great sense of personal achievement and self-worth by contributing to the community
- ▶ give a broader outlook and appreciation of diverse communities
- ▶ give others the benefit of experience and skills
- ▶ help to develop new skills and experiences
- ▶ be fun, social and enhance health and wellbeing
- ▶ help adjustment from work to retirement.

For communities, it can:

- ▶ help voluntary organisations to deliver services and improve communities
- ▶ build a more robust and resilient society
- ▶ improve relationships between council staff and residents.

For the council, it can:

- ▶ improve employee job satisfaction, morale, commitment and performance
- ▶ enhance its reputation and profile
- ▶ help it to attract and retain high-performing employees
- ▶ encourage individual and team development
- ▶ help team building through group volunteering
- ▶ strengthen relationships with voluntary, community and faith sectors – creating a ‘one team’ approach
- ▶ help to demonstrate its commitment and support to employees by encouraging them to play a more active role in society.

Volunteering allowance

Time allowance and eligibility criteria

This Scheme covers employees who already volunteer and those just starting out. The volunteering allowance can be used flexibly, one day at a time, two together or broken down into hours to fit the needs of the activity and the voluntary organisation or group. This will need to be agreed with the manager to ensure that whichever approach is taken it supports both the volunteering employee and the team's needs.

Staff will be allowed 3 working days (pro-rata) paid time off per year, provided that:

- ▶ The time has been agreed with the line manager at least two weeks in advance of the volunteering activity taking place so that cover arrangements can be made if necessary. As with annual leave, the needs of the service must be considered, and you must obtain agreement to volunteering leave before making any commitments to a voluntary organisation;
- ▶ Time taken to volunteer will not disrupt or adversely affect individual or team activity;
- ▶ There are no conflicts of interest, e.g. political campaigning;
- ▶ Where volunteering days are split over hours and take places regularly, this must be agreed with the manager and formally agreed in writing and HR notified;
- ▶ The 3 days pro-rata are taken within your leave year;
- ▶ The 3 days pro-rata are claimed on days when you would normally be working. Discretion can be exercised by the line manager to allow up to one non-working day to be claimed and the time credited to the employee;
- ▶ Activities undertaken are with organisations which are “not for profit”, this should normally be a constituted group or charity delivering services in South Ribble. Exceptions will be considered for out of borough volunteering, where there is a clear benefit to the council or employee;
- ▶ Any development activities undertaken benefit the role and service (see “additional paid time” below).

Employees will also be able to ‘top-up’ volunteering allowances with annual leave or unpaid leave if necessary. E.g. you could use three days’ annual leave and two days’ volunteering allowance for a week off to work at a summer scheme camp.

Carrying over volunteering days

Volunteering days cannot be carried over from one year to the next.

Monitoring

The level of detail required to agree and monitor an employee’s volunteering activity is at the manager’s discretion. The employee should complete a simple application form setting out how the volunteering activity fits in the scheme; the purpose of the activity; what they will do; and how they will do it.

Where the volunteering opportunity is considered as part of professional and personal development, this should be recorded within the appraisal review process.

Recording volunteering time

Once a volunteering activity is agreed with the manager, the employee will need to record it in the flexi recording system. Any approved volunteering activity should be recorded as volunteering leave.

Public duties

Duties associated with school governance, duties as a magistrate, support at polling stations, trade union activities are not covered by this policy.

This policy does not impact on the current policy for armed forces and time off for training and active service.

Appendix 1: Managers and Employees Guidance

Choosing a volunteering opportunity

Most individual and team volunteering is likely to take place in response to advertised volunteering opportunities either through the Lancashire Volunteer Partnership or Tempo Communities.

Opportunities may also be identified through personal development reviews to support personal development. South Ribble Partnership will provide human resources with a list of partner volunteer opportunities that may be suitable.

Types of Volunteering Permitted

The list below is not exhaustive but is illustrative to both managers and employees of the type of volunteering opportunities the Council is looking to support.

You can volunteer for any not for profit organisation, but where the organisation is not constituted you may be required to provide further evidence that the activity is legitimate

For example:

- ▶ Trustee for a charity
- ▶ Outdoor activities e.g. environmental clean ups, recycling initiatives (this may include specific volunteering opportunities expressly promoted by the council to employees).
- ▶ Sponsoring charities e.g. through fund-raising
- ▶ Club leader, treasurer or secretary, e.g. at youth clubs, Scouts, Guides or similar groups
- ▶ Organising sports activities or events
- ▶ Decorating a community centre or doing gardening as a staff team

You could discuss with your manager:

- ▶ Taking up a volunteering opportunity, as an individual, that you have an interest in and might wish to continue doing.
- ▶ Giving a one-off contribution to a voluntary organisation, whether individually or as part of a team activity or project.
- ▶ Exploring activities that have the potential for longer-term volunteering, for example, spending time with a charity or job-shadowing another volunteer to gain experience and knowledge that benefits your work.
- ▶ Undertaking specific training linked to a new or current volunteering activity, such as charity law training for trustees or treasurers.

Making an Application

Employees interested in volunteering must complete the Employer Supported Volunteer Application Form.

Before submitting a request it must be discussed with the line manager. Once this has been agreed the application form should be completed and passed to the line manager for approval.

Reasonable requests for a volunteer placement, that meet the criteria, will be approved, however, requests could be declined if:

- ▶ The criteria are not clearly met e.g. no apparent benefit to the individual or organisation
- ▶ There are concerns for the impact on the delivery of team/service objectives
- ▶ There is a potential conflict of interest with your role or the Council's interests

Review of refusal

If a manager does not approve the proposed volunteering activity, you have the right to a review of the refusal through the line manager's manager. The manager will need to evidence the reason for their decision. The appeal decision is final.

Recording Voluntary work

As well as providing much needed support to the local community, volunteering allows employees to develop new skills both for personal development and for the benefit of the council.

It is important to ensure that volunteers are given the opportunity to feed back on their experience, to enable the Council to refine and improve the volunteering programme, or activity. Recording and reporting volunteering creates an understanding of uptake and the impact it has made, both within the Council and the community.

As part of the agreement with the line manager, employees may be required to feedback regarding their volunteering work, for example as part of a performance review or one-to-one meeting.

As an Employee

After completing a volunteer placement, the employee

1. Must log their time via the Flexi system to record their volunteer hours.
2. Feedback to their manager on the experience, learning and outcomes.

As a Manager

1. Undertake through the regular 1-1 feedback on what was achieved and the outcomes from the volunteering.
2. Where the volunteering opportunity contributes to personal development, ensure that this is recorded through the appraisal review process.
3. Provide to HR a summary of outcomes and impact on the volunteering provision made and accommodated.

Employees Responsibilities and Obligations

Responsibilities

Employees are trusted to use this time for its intended purpose, any suspected instances of misuse will be investigated in accordance with the Council's disciplinary procedures.

Council resources/equipment should be not be used when volunteering, unless they are of low value and you have written permission from your line manager and approval from insurance services.

Insurance & Health and Safety

Whilst the Council may endorse the chosen volunteering activities of staff, it is the duty of the employee to ensure that the organisation or group they are volunteering with have appropriate insurance and policies such as but not limited to health and safety.

Employees will not be covered by the Council's own insurance.

DBS Checks

Some external organisations, for example those working with children or vulnerable adults, may require their volunteers to undergo Disclosure Barring Checks. The volunteer organisation is responsible for ensuring that they have the relevant safeguarding policies in place prior to the start of the volunteering activity.

Appendix 2: Employee application form

Employee Name:

Please provide the following detail	Comments
The name of the voluntary organisation, duration, frequency and commitment required	
Where the activity will be carried out	
Any risks e.g. conflicts of interest, contravention of political restrictions or political campaigning	

Tell us what outcomes and impact you are looking to achieve by undertaking a volunteer role:

The employee acknowledges that

- ▶ Employees are trusted to use their volunteer days allocation for its intended purpose, any suspected instances of misuse will be investigated in accordance with the Council's disciplinary procedures.
- ▶ The organisation for which you volunteer is responsible for providing any induction or other training to allow you to perform your volunteering role and remain safe.
- ▶ It is the duty of the employee to ensure that the organisation or group they are volunteering with have appropriate insurance and policies such as but not limited to health and safety.
- ▶ Employees will not be covered by the Council's own insurance.
- ▶ If you are involved in volunteering using your own car, you will need to check that your own motor policy is suitable.
- ▶ If the volunteering activity requires specialist clothing or equipment, this will need to be provided by the organisation or by the volunteer.
- ▶ The council will not be liable for any expenses incurred by staff as part of the Employee Volunteering Scheme.

Signed: _____

Date _____

Appendix 3: Managers Checklist

Employee: _____

Manager: _____

Employee Volunteer Hours Record

Allowance

Completed

Balance

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Please tick the relevant box	Yes	N/A	Comments
The volunteer opportunity meets the Council's criteria as set down in the policy			
Benefits of the activity, both to the employee and the voluntary organisation are clear			
It has been established that there are no conflicts of interest, contravention of political restrictions or political campaigning			
Can the volunteering time be given and the impact on the team and service requirements managed			
Does the volunteer opportunity fall into the personal development plan?			

Conditions/agreement with the Manager to undertake the volunteer time should be detailed here including what will be reported back by the employee in terms of outcomes and impact .

Manager

Signed: _____

Date _____

Employee

Signed: _____

Date _____

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REPORT TO	ON
CABINET	Wednesday, 14th October 2020



TITLE	PORTFOLIO	REPORT OF
Parks Capital Projects	Cabinet Member (Environment)	Director of Neighbourhoods and Development

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

PURPOSE OF THE REPORT

1. To bring capital improvement projects for the Icehouse and new Arboretum at Worden Park Leyland and drainage replacements at Hurst Grange Park, Penwortham before members and to seek permission to spend the allocated capital budgets.
2. To advise Members of an offer of funding from the Trustees of the Worden Estate to contribute toward the cost of a new door for the icehouse.

PORTFOLIO RECOMMENDATIONS

3. That Cabinet:
 1. Grant permission to spend the allocated capital budget of £10,000 for building conservation works to the icehouse front facade.
 2. Thank the Trustees of the Worden Estate for their kind offer of funding towards the cost of a new icehouse door and their continuing interest in the park
 3. Grant permission to spend the allocated capital budget of £30,000 for the completion of the new Arboretum
 4. Grant permission to spend the allocated capital budget of £25,000 for the replacement of a drainage culvert at Hurst Grange Park, Penwortham

REASONS FOR THE DECISION

4. The current capital programme includes a number of improvements within the borough's parks and open spaces to maintain their quality and safety. The proposed improvements above are included in the programme for this financial year and therefore quotes will be invited to progress the works.

CORPORATE OUTCOMES

5. The report relates to the following corporate priorities:

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

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

6. The Icehouse is located adjacent to the formal gardens in Worden Park, dates back to around 1780 and is one of the park's listed buildings. The front facade, unusually decorative for an icehouse, due to its close proximity to the Hall is now in need of repair to halt deterioration and to ensure the stonework remains structurally sound. The icehouse has suffered from a number of break-ins which have led to damage to the door. As a result, the door is now sealed up preventing even supervised public access.
7. The New arboretum was planted in 2018 and 2019 in the area to the south west of the formal gardens following the removal of previous planting that had become suppressed by the surrounding shelter planting and begun to fail due to increasingly boggy ground conditions as a result of the large amount of evergreen planting in the shelter belts. The new planting has been laid out around a central vista providing a view to the south west from the corner of the formal gardens and the final proposed phase of work is to extend this vista to the western boundary of the park.
8. The northern area of Hurst Grange Park contains 2 culverts carrying water from surrounding area through the park. Dating back to around 1850, the original culverts were of brick construction and are likely to be contemporary with the creation of the landscaped gardens around the mansion after which the park is named. The main culvert was replaced in 2006 and now the secondary culvert running from the area of Cop Lane into the main culvert has failed in a number of places and is causing water to rise up through the ground from the blockages and along the surface.

PROPOSALS

9. It is proposed to repair and re-point the front facade of the icehouse in Worden Park, replacing missing masonry as required. As a result of the offer of funding from the Trustees of the Worden Estate it is also proposed to replace the icehouse door with a similar timber construction. However, subject to Listed Building Consent being granted, it is proposed to include a barred window

allowing the public to see inside and therefore reduce incidents of break-ins. The proposals are principally to consolidate and conserve the front of the icehouse. Opportunities exist for further improvement of the interior including replacement of the electrical supply and interior lighting, a replacement safety barrier or possibly even a glazed floor installed across the pit to allow public access beyond the entrance corridor.

10. The final phase of the new Arboretum at Worden Park looks to extend the central vista further south west to the boundary of the park and therefore providing a view from the south west corner of the formal gardens through to the land west of the park that is proposed for form an extension to the park as part of the Altcar Lane development. The works to extend the vista will require the removal of some existing trees to the west of the arboretum, however, these were mitigated by the planting of 100 new trees to extend an area of existing woodland in the winter of 2018/19. The work also proposes to improve the southern end of the arboretum pond, improving the outlet weir and bridging the small stream from the pond's weir to extend the existing vista walk. As an when the park is extended into the adjacent land, there would be the opportunity to extend the vista walk further into this land by the installation of a bridge over the boundary ditch.
11. It is proposed to replace the failed secondary culvert at Hurst Grange Park with a modern plastic pipe in a similar way to the 2006 works to ensure areas upstream can drain as required. Initial revenue works are being carried out to install a chamber on the culvert at the upstream extent of the proposed replacement works for upstream access into the system.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

12. Consultation has been carried out with the Friends of Worden Park and the Friends of Hurst Grange Park to make them aware of the works. Where required, information signs will be displayed on site explaining to visitors what works are taking place.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. The option of doing nothing with each of these works has been rejected as each are required for the proper management of the parks or as part a pre-planned improvement project.
14. The option of removing the culvert at Hurst Grange Park and forming an open watercourse was rejected due to the depth of the existing culvert and the amount of excavation that would be required to create sufficiently safe and shallow banks.

AIR QUALITY IMPLICATIONS

15. The proposals will not give rise to any significant negative air quality issues.

RISK MANAGEMENT

16. A number of risks linked to the current condition of the icehouse at Worden Park and the culvert at Hurst Grange Park will be addressed through the improvement proposals. The project risk register identifies other key risks, the majority of which will be mitigated by the procurement process followed.

EQUALITY AND DIVERSITY IMPACT

17. The project would not impact negatively on any equality and diversity issues.

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. The Capital Programme for the financial year 2020/21 includes a budget of £10,000 for conservation works to the icehouse front façade at Worden Park, £30,000 for landscaping works to complete the new Arboretum at Worden Park and £25,000 for drainage works at Hurst Grange Park, Penwortham.

COMMENTS OF THE MONITORING OFFICER

19. Listed Building Consent will be required. This is a matter for Planning Committee.
20. Contract Procurement rules will be complied with for any procurement exercise that is carried out.
21. The Council will be bound by the terms and conditions it enters into with any external suppliers and contractors.

BACKGROUND DOCUMENTS

Council Budget Report including capital programme details for 2020/21 - 26th February 2020

There are no appendices to this report

Jennifer Mullin
Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Greg Clark (Senior Parks Technical Officer)	01772 625561	10 th September 2020

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