

CABINET

WEDNESDAY, 16TH DECEMBER, 2020, 6.00 PM

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

Members of the Council and or 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, 14 December 2020.

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 14 December 2020.

AGENDA

1 Apologies for Absence

2 Minutes of the Last Meeting

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

3 Declarations of Interest

(Pages 5 - 10)

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

4 Cabinet Forward Plan

(Pages 11 - 20)

The Cabinet Forward Plan for the period 1 December 2020 – 30 November 2020 attached for information.

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

5 Urgent Decisions Taken Due to COVID-19 Pandemic

(Pages 21 - 24)

Report of the Shared Services Lead – Democratic, Scrutiny and Electoral Services enclosed.

6 Refresh of Communications Strategy

(Pages 25 - 50)

Report of the Deputy Chief Executive enclosed.

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

7 Next Steps Accommodation Programme

(Pages 51 - 56)

Report of the Director of Planning and Property enclosed.

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

8 Infrastructure Funding Statement

(Pages 57 - 72)

Report of the Director of Planning and Property enclosed.

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

9 Pearson House, Station Road, Bamber Bridge - Renaming

(Pages 73 - 76)

Report of the Director of Planning and Property enclosed.

10 Worden Hall Project

Report of the Director of Planning and Property to follow.

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, 20 January 2021 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF CABINET

MEETING DATE Wednesday, 11 November 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), Chris Sinnott (Deputy 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), Victoria Willett (Service Lead - Transformation and Partnerships), Neil Anderson (Assistant Director of Projects and Development), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer), Phil Collins (Creative and Design Lead), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services) and Clare Gornall (Democratic and Member Services Officer)

OTHER MEMBERS AND OFFICERS: Councillors Alty, Bell, Bretherton, Clark, Flannery, Forrest, Mary Green, Michael Green, Hancock, Howarth, Lomax, Martin, Mort, Melia, Ogilvie, Sharples, Margaret Smith, Phil Smith, C Tomlinson, Trafford, and Walton.

PUBLIC: 0

154 Apologies for Absence

There were none.

155 Declarations of Interest

There were none.

156 Minutes of the Last Meeting

Decision made (unanimously):

That the minutes of the meeting held on 14 October 2020 be agreed as a correct record.

157 Cabinet Forward Plan

The Leader of the Council presented the twelve month Cabinet Forward Plan for the period 1 November 2020 – 31 October 2020 for information.

Decision made (unanimously):

That the Cabinet Forward Plan for the period 1 November 2020 – 31 October 2020 be noted.

158 Urgent Decisions Taken Due to COVID-19 Pandemic

The Leader of the Council 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 CO-VID19 pandemic.

Decision made (unanimously):

That the report be noted.

159 Corporate Strategy Position Statement - Quarter 2, 2020/21

The Leader of the Council presented a report of the Interim Chief Executive providing Cabinet with a position statement for the newly approved Corporate Strategy for quarter two (July – September) 2020/21.

He also presented comments and recommendations made by the Scrutiny Budget and Performance Panel at its meeting on 9 November 2020, which were as follows:

1. The Scrutiny Budget and Performance Panel thanks the Leader, Chief Executive and Shared Services Lead – Partnerships and Transformation for presenting such a detailed report and answering questions;
2. The Scrutiny Budget and Performance Panel looks forward to the directorate performance indicators being presented to future meetings;
3. The Scrutiny Budget and Performance Panel welcomes the offer of the corporate strategy project mandates being provided to panel members;
4. The Scrutiny Budget and Performance Panel asks that that a future meeting takes a 'deep dive' into the organisational development strategy; and
5. The timeframes involved in the project to deliver a mental health programme for young people be reviewed.

Arising from the discussion on the report, the Chief Executive agreed to provide Councillor Ogilvie with further details regarding the calculation of the figure '40% of service requests will be received via self-service channels'.

Decision taken (unanimously):

1. That Cabinet thanks the Scrutiny Budget and Performance Panel for its detailed scrutiny of the report and accepts the recommendations made at its meeting on 9 November 2020;

2. That Cabinet welcomes the report and looks forward to the next report when more data will be available to measure against the newly approved Corporate Strategy.

Reasons for decision

The Council's newly agreed performance framework (agreed 14th October 2020) set out the process for reporting progress against the objectives of the Corporate Strategy. Robust monitoring will ensure that the council continues to deliver its priorities and achieves the best outcomes for residents.

Alternative options considered and rejected

Not applicable.

160 Decision on new council logo and brand

The Leader of the Council presented a report of the Interim Chief Executive recommending approval for a new Council logo.

It was agreed at Cabinet on 14 October 2020 that the Council would go out to consultation on a selection of logos. The report summarised the feedback from that consultation and detailed the further changes that had been made that led to presenting the option at appendix A for approval.

Arising from discussions it was agreed that officers provide Cllr Michael Green with answers to the following questions:

- When did the consultation start and end?
- Why was only social media used?
- Can councillors have details of all the 350 comments received?
- Why consult with 3 options and then recommend a different one?

Decision taken (unanimously):

1. That the new logo identified at Appendix A to the report be agreed;
2. That the logo be introduced in line with the launch of the new website in January 2021.

Reasons for decision

The principle of refreshing the council's logo had already been agreed to ensure it is modern and fit for purpose in the digital age.

The changes outlined below made were based on the feedback from the options that went out to consultation:

- We created a simplified rose, which fits in with the style of the logo better and is based on the rose within the traditional South Ribble crest
- We adjusted the blue font colour so it is slightly darker and matches better with the shade of red used for the rose

- We softened the outline of the shield to make it look like the words and image belong together a bit better and to move away from comments that it was like a football club/school badge crest

Alternative options considered and rejected

An alternative option was to retain the existing logo but given the need to modernise, the ability to create the new brand in house at no cost and the feedback from the resident survey this was rejected.

Alternatives to the final choice were considered as part of the consultation, but changes were made to the final recommended option for the reasons given above.

161 Budget Monitoring 2020-21 Quarter 2

The Cabinet Member for 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 2 of the financial year 2020-21.

The Cabinet Member also indicated that the financial details regarding funding in relation to the COVID-19 pandemic would in future be the subject of a separate report, which he expected early in the new year.

The Scrutiny and Budget Performance Panel considered the report at its meeting on 9 November 2020 and made the following recommendations:

1. The Scrutiny Budget and Performance Panel thanks the Cabinet Member for Finance, Property and Assets and Deputy Director of Finance (Section 151 Officer) for their detailed report and answering questions;
2. The Scrutiny Budget and Performance Panel welcomes the relatively small variance in budget so far in the year;
3. The Scrutiny Budget and Performance Panel support the Cabinet Member's proposal to bring together all COVID-19 related financial information into the one report for monitoring purposes;
4. The Scrutiny Budget and Performance Panel looks forward to the results of the review of reserves as part of next year's budget process; and
5. The Scrutiny Budget and Performance Panel is encouraged with the delivery of the capital programme at this stage in the year.

Decision taken (unanimously):

1. That Cabinet accepts the recommendations of the Scrutiny Budget and Performance Panel made at its meeting on 9 November 2020;
2. That the report be noted;
3. That the re-profiled budgets for the capital programme, which reflects forecasted underspend against the existing budgets, detailed in Appendix C of the report, be approved.

Reasons for decision

The Cabinet welcomed the recommendations of the Scrutiny Budget and Performance Panel made on 9 November 2020.

The decision to re-profile budgets for the capital programme reflect the recommendations of the Section 151 officer, which will ensure the Council's best overall financial position.

Alternative options considered and rejected

None, for the reasons given above.

162 Community Wealth Building Action Plan

The Cabinet Member for Community Engagement, Social Justice and Wealth Building presented a report of the Director of Planning and Property detailing the draft South Ribble Community Wealth Building Action Plan for consideration.

Issues were raised by members regarding the 'socially just use of land' and the consultation process. It was agreed that an explanatory note be circulated in relation to the issues raised.

Arising from the reference to the Member Learning Hour, it was suggested that it would be useful to have report from a Council comparative to South Ribble which has implemented such an Action Plan.

Decision taken (unanimously):

1. That Cabinet endorses the Community Wealth Building Action Plan;
2. That Cabinet asks the Deputy Chief Executive to prepare a delivery plan covering the period to March 2022 including resources to deliver the actions; the delivery plan to be considered by Cabinet in January 2021;
3. That further engagement with the business sector be undertaken which will be reported to Cabinet in January 2021 and will feed into the delivery plan to be considered at that meeting;
4. That the delivery plan above be considered as part of the emerging budget for 2021/22;
5. That a Member Learning Hour on Community Wealth Building be held prior to the Cabinet meeting in January 2021.

Reasons for decision

As evidenced in the new Corporate Plan and Community Strategy, the Council has an ambition and vision for Economic Development activity to be undertaken in a cooperative way involving a range of public, commercial and social sector partners

and residents of the Borough. It also has the ambition that all activities undertaken by these partners should bring maximum local economic, social, democratic, cultural and environmental benefit for South Ribble and its residents.

Alternative options considered and rejected

None, for the reasons given above.

163 Exclusion of Press and Public

Decision made (unanimously):

That the press and public be excluded from this meeting.

164 Award of Contract for St Gerard's football pitch project

The Cabinet Member for Health, Wellbeing and Leisure presented a report of the Director of Neighbourhoods and Development bringing the St Gerard's Football Pitch 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.

Decision taken (unanimously):

That recommendations 2 and 3 of the confidential report be approved.

Reasons for Decision

The St Gerard's project relates to a specific S106 amount of funding available for the development of a new football pitch at the club. The money has been built into the Council's capital programme. As part of the green links programme the project was also highlighted in a report to Cabinet in June 2019. We have now reached the stage of requesting Cabinet to award the contract to allow works to begin.

Alternative options considered and rejected

The alternative option was to do nothing, however this was rejected for the reasons given above.

Chair

Date

South Ribble Council – Forward Plan

For the Period: 1 December 2020 - 30 November 2021

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

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

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

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

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

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

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

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

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

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

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

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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 clare.gornall@southribble.gov.uk.

Gary Hall
Interim Chief Executive

Last updated: 08 December 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 20 January 2020							
Leader of the Council							
Quarter 3 (October - December) Performance Monitoring Report 2020-21	Cabinet 24 Mar 2021	Leader of the Council		24 Mar 2021	Open		Report of the Interim Chief Executive
Refresh of Communications Strategy To agree the updated Communications Strategy.	Cabinet 16 Dec 2020	Leader of the Council		16 Dec 2020	Open		Report of the Chief Executive
Shared Services Events Team Review To approve proposals for a new structure for a shared events team.	Cabinet 20 Jan 2021	Leader of the Council		20 Jan 2021	Fully exempt The report contains information concerning the financial or business affairs of the Council.		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
Urgent Decisions Taken Due to COVID-19 Pandemic	Cabinet 16 Dec 2020	Leader of the Council		16 Dec 2020	Open		Report of the Shared Services Lead - Democratic Scrutiny and Electoral Services
Cabinet Member (Health, Wellbeing and Leisure)							

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
<p>Sports Playing pitch hub To bring back the Playing pitch Hub project to Cabinet with an update on Planning and the Football foundation bid. To seek approval for the proposed procurement strategy for the project and gain authorisation to take the project through the procurement and construction phases</p>	<p>Cabinet 20 Jan 2021</p>	<p>Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)</p>	<p>Expenditure / Savings higher than £100,000</p>	<p>20 Jan 2021</p>	<p>Open</p>		<p>Report of the Director of Neighbourhoods and Development</p>

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
<p>Next Steps Accommodation Programme We have been awarded £30,000 short term funding to continue to assist people who are rough sleeping or at risk of it and we also put a bid in (led by Progress Housing) for £70,000 which we are match funding from section 106 money to acquire 2 units of accommodation to be owned and managed by Progress Housing to house rough sleepers. Attached to this there is £29520 revenue funding to commission support</p>	Cabinet 16 Dec 2020	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	16 Dec 2020	Open		Report of the Director of Planning and Property

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Cabinet Member (Environment)							
River Ribble Strategy and Action plan To bring before Cabinet the proposed River Ribble Strategy and Action plan linked to the flood prevention scheme put forward by the Environment Agency	Cabinet 20 Jan 2021	Councillor Susan Jones JP	Significant effect in 2 or more Council wards.	20 Jan 2021	Open		Report of the Director of Neighbourhoods and Development
Refurbishment of Playground at Haig Avenue, Leyland Report requesting permission to spend capital budget and award contract to preferred bidder	Cabinet 24 Mar 2021	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	24 Mar 2021	Open		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
Cabinet Member (Finance, Property and Assets)							
Budget Monitoring 2020-21 Quarter 3	Cabinet 24 Mar 2021	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	24 Mar 2021	Open		Report of the Director of Finance and Assurance Services (Sc 151)
Worden Hall Project To bring back Worden Hall project to Cabinet with a proposed procurement plan for the project and seek approval to take the project through the procurement and construction phase	Cabinet 16 Dec 2020	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	16 Dec 2020	Open		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
Pearson House, Station Road, Bamber Bridge - Renaming Proposal to change the name of Pearson House	Cabinet 16 Dec 2020	Cabinet Member (Planning, Regeneration and City Deal)		16 Dec 2020	Open		Report of the Director of Planning and Property
Fees and Charges 2021-22	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	7 Jan 2021	Open		Report of the Deputy Director of Finance and Deputy Section 151 Officer
Cabinet Member (Planning, Regeneration and City Deal)							
Housing Assistance Policy Review Report to consider an amended Housing Assistance Policy for 2021	Cabinet 20 Jan 2021	Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	20 Jan 2021	Open		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
Council Housing Delivery Programme	Cabinet	Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	20 Jan 2021	Open	None	Report of the Assistant Director of Property and Housing
Infrastructure Funding Statement	Cabinet Cabinet 16 Dec 2020	Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	16 Dec 2020	Open		Report of the Director of Planning and Property

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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.

REPORT TO	ON
CABINET	Wednesday, 16 December 2020



TITLE	PORTFOLIO	REPORT OF
Urgent Decisions Taken Due to COVID-19 Pandemic	Leader of the Council	Shared Services Lead – Democratic, Scrutiny & Electoral 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 ?	No
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 decisions 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 decisions taken in accordance with the Council's constitution.

CORPORATE OUTCOMES

4. The report relates to the following corporate priorities:

An exemplary Council	✓
Thriving communities	
A fair local economy that works for everyone	

Good homes, green spaces, healthy places	
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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 Standing Order 35 of the Council's Constitution. Whilst hybrid meetings have been taking place 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 decisions, which were taken in accordance with the Council's constitution:

3 November 2020	COVID-19 Local Restrictions Support Grant
13 November 2020	To allow medical certificates to be issued by General Practitioners other than the Hackney Carriage and Private Hire Drivers' own GP
19 November 2020	Test and Trace Support payment of £500
24 November 2020	Holiday Hunger Scheme – Christmas 2020
3 December 2020	Public Sector Decarbonisation Scheme Grant Bid Application
4 December 2020	COVID-19 Additional Restrictions Grant and Local Restrictions Support Grant

A copy of the reports and decision notices were published when the urgent decisions were 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 reports considered.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

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

AIR QUALITY IMPLICATIONS

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

RISK MANAGEMENT

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

EQUALITY AND DIVERSITY IMPACT

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

COMMENTS OF THE MONITORING OFFICER

17. We are satisfied that the decisions that have been made are 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 reports mentioned above are available by following this weblink:

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

APPENDICES

None.

Darren Cranshaw
Shared Services Lead – Democratic, Scrutiny & Electoral Services

Report Author:	Telephone:	Date:
Darren Cranshaw	01772 625512	07/12/20

REPORT TO	ON
CABINET	Wednesday, 16 December 2020



TITLE	PORTFOLIO	REPORT OF
Refresh of Communications Strategy	Leader of the Council	Deputy Chief Executive

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

PURPOSE OF THE REPORT

1. To present a refresh of the communications strategy and associated documents.

PORTFOLIO RECOMMENDATIONS

2. To approve the new communications strategy
3. To approve the updated media protocol

REASONS FOR THE DECISION

4. One of the actions outlined in the annual governance statement was a refresh of the communications strategy.

CORPORATE PRIORITIES

5. The report relates to the following corporate priorities:

An exemplary Council	x
Thriving communities	
A fair local economy that works for everyone	
Good homes, green spaces, healthy places	

BACKGROUND TO THE REPORT

6. The communications strategy has been in need of a refresh and this was brought to the fore as one of the actions highlighted in the annual governance statement.
7. The detailed document is attached in the appendix and we have also taken the opportunity to update the media protocol to provide more clarity for officers.

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

8. The refresh of these documents goes hand in hand with how we will develop the function of the new communications team

Communications Strategy

9. The new strategy sets out the aims, objectives and principles we will adopt but also focuses on four key areas for improvement that have been identified as part of the team review.
10. The detail is in the draft strategy at Appendix A but here are the priority areas:
 - i. Doing digital better to engage with our residents
 - ii. Planning and prioritising
 - iii. Improving internal communication
 - iv. Rebranding South Ribble Borough Council as a modern, professional authority
11. Our approach to communications is weighted too much in favour of unplanned ad hoc work. This strategy will drive forward improvements and ensure we are delivering properly planned campaigns to the right people at the right time.
12. There are lots of opportunities with social channels and automation – particularly considering the use of WhatsApp, Messenger and NextDoor, which we need to investigate further and develop a way forward for using corporately.
13. This will need to go hand in hand with the use of the new website, the review of customer services and the delivery of the digital strategy. For this to be successful it is not just about communicating with residents it is allowing them to reach us on channels that they prefer to use.

14. While elements of the new strategy do focus on making most of the digital channels we will still continue to use traditional channels as appropriate and this will be determined by the communication plans and the audiences we are looking to target for each of those.
15. We've known for some time that our internal communications is at times second best to our external communications and we need to ensure the extra resilience provided by the shared service allows us to focus on this properly.
16. The previous internal communications strategy will be revisited with some dedicated resource to drive it forward over the coming months.

Media protocol

17. While reviewing the strategy we have adapted the media protocol to clarify the questions raised by members as to how a situation would be dealt with if there was a conflict of interest between both South Ribble and Chorley Council. This would be handled by working to the protocol for each authority and reflecting the view of each authority. The draft is included at Appendix B.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

18. Residents were asked about how they feel they are communicated with in the citizen survey earlier this year. The relevant responses are included in the strategy as a baseline to improve upon.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

19. The detail of the strategy has been formed as we have reviewed the communications team over the summer. There are various approaches to how we will develop our communications included in the strategy.
20. The option to continue with the existing strategy was rejected as it is out-of-date and this is a requirement of the annual governance statement action plan.

AIR QUALITY IMPLICATIONS

21. The strategy itself has no air quality implications.

RISK MANAGEMENT

22. There is a significant amount of change that will be required both in how the communications team operates and how other teams work with the service.
23. The risks focus on whether the team can deliver the actions contained in the strategy and how the new team operates as a shared service with Chorley Council.

EQUALITY AND DIVERSITY IMPACT

24. The strategy aims to ensure we keep all our residents and stakeholders informed. The individual communications plans that fall out of this for specific projects will identify the target audiences and how we intend to reach them.
25. This will take into account the specific needs of audiences and ensure that we are compliant with any legislation such as the new accessibility laws that have recently come into force and is one of the main considerations in the launch of the new website.

COMMENTS OF THE STATUTORY FINANCE OFFICER

26. Any changes outlined in the report will be met within existing budgets.

COMMENTS OF THE MONITORING OFFICER

27. The necessity to review the Communications Strategy was identified in the Annual Governance Statement. There is a recognised need to have a completely up to date document in this regard. There are no concerns from a legal point of view with what is proposed.

APPENDICES

Appendix A – Communications Strategy

Appendix B – Media Protocol

Chris Sinnott

Deputy Chief Executive

Report Author:	Telephone:	Date:
Andrew Daniels (Shared Service Lead - Communications and Visitor Economy)	01257 515265	7 December 2020

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Communications Strategy 2021-2023

Introduction

This strategy sets out how we intend to further develop our communications with residents, colleagues and other stakeholders to ensure people are informed and satisfied with the services that we provide.

The world of communications has undergone dramatic changes over the last few years with digital and social channels meaning expectations have changed. This has been amplified during the pandemic in 2020 and it is important we take this opportunity to strengthen the relationship between residents and the council.

This document sets out how creative communications can help us serve and engage our residents better and make the council a clearly visible part of improving life in South Ribble.

Council vision and priorities

This strategy is in place to support the activities set out in the corporate strategy and achieve the vision of:

A healthy and happy community, flourishing together in a safer and fairer borough that is led by a council recognised for being innovative, financially sustainable and accountable.

The communications team is responsible for promoting these priorities and values in a clear, concise and effective way to all stakeholders in a bid to maintain and build the reputation of the council across all communication and engagement platforms.

This communications strategy sets out a framework underpinned by clear actions which will ensure that, going forward, the council will continue to have a robust, strategic approach to communication and engagement aligned to its corporate priorities.

Where we are

The council has undergone a huge amount of change and instability over the last few years with a changing administration and significant changes to the senior management. While the council continues to deliver good services for residents some of the governance arrangements have been criticised and this has inevitably had an impact on the reputation.

A lot of these problems have been legacy issues that are being resolved and so the authority is now able to look towards a bright future with a new corporate strategy, an ambitious programme of work and a new brand that will be key to the implementation of this strategy and improving people's perceptions of the authority and their ability to access services.



We have a newly-created team sharing a service with Chorley Council that will provide extra resilience for us to deliver the aims and objectives in this strategy.

In 2019, the staff survey communications responses were:

- I have regular team briefings 75%
- Relevant information reaches me in a timely manner 60%
- Overall communication is good 50%
- The formal communication channels are effective 54%
- There is effective two-way communication between services 40%

For the majority of these scores there is roughly 25% for each where staff neither agree or disagree outlining scope to change that viewpoint to be more positive or signifies that a group of people are not interested in receiving information.

Externally, the results from the most recent resident survey said:

- 67% of residents are satisfied at how the council runs things
- 46% feel the council offers value for money
- 51% feel they are well informed, with 35% saying they are not very well informed

While these figures are reasonable when benchmarked against other local authorities there is scope for improvement.

The most recent team review in 2020 highlighted the following three areas as key to improvement:

- Ensure communications activity is properly planned and evaluated
- Making the most of digital communications channels
- Focussing more on internal communications to ensure staff are informed and understand how they can play their part in the organisation achieving its goals

Our Communications Principles

- The council is a listening organisation – we take the views of residents, businesses, employees, partners and stakeholders into account when developing plans and tackling challenges.

- The council, its staff and elected members are open and honest about the council's work.
- The council will celebrate success, own its challenges and help to enhance the sense of pride across South Ribble.
- The council will tailor communications to its audiences and invest in and make best use of innovations in technology to communicate more effectively and drive down costs.

Our Aims

- To rebuild our reputation as a community leader that delivers improvements for residents and businesses
- Position the council as a forward thinking and innovative local authority that is seen as an exemplar among its peers
- Promote South Ribble as a great place to live, work, invest and visit
- Support local communities to work together to improve their neighbourhoods
- Promote and encourage healthy and environmentally aware lifestyles.

Our Objectives

- To use a consistent style and approach to two-way communication that is authentic and customer friendly.
- To make sure corporate priorities are well-communicated and understood by residents, businesses, staff, partners and stakeholders.
- To have communications which are targeted to relevant audiences (taking into account the different needs of the borough's diverse communities) and driven by research to ensure the right communications are delivered at the right time, in the right way, to the right people.

- To listen, act on and give feedback to residents, businesses, employees and partners.
- To deliver cost-effective and innovative forward-thinking campaigns which are planned, executed well and monitored successfully.
- To develop South Ribble's new brand and ensure it is applied consistently across the borough in a way that reflects our professional approach as a local authority.

Our Audiences

Our residents

- We want residents to be involved in developing priorities and in shaping services that meet their needs. We also want to ensure that we keep them informed about services, and how they can be accessed, including any changes, key successes and challenges facing the council and the wider borough.

Our employees, including trade unions

- The council employs around 300 full-time equivalent staff and many are also residents. Staff are ambassadors for the council and its services and we need to make sure they are kept informed in a timely way. The council wants to ensure that staff are motivated and supported, focused on council priorities and are effectively engaged in all communications and improvement activity.

Our councillors

- Councillors have a significant role to play in effective communication and engagement. They are ambassadors for the council, dealing with residents, businesses, partners and other stakeholders on a regular basis and having opportunities to promote the council and its work regionally and nationally through their political networks.

People working in and visiting South Ribble

- We want the people who visit our borough to have a positive experience and to tell others about life in South Ribble. The South Ribble 'brand' and how we promote this can be positively developed through visitor experiences.

Existing businesses in South Ribble, potential businesses who may relocate or invest in South Ribble, business and economic development and regeneration partnerships and organisations and developers

- The borough has a diverse mix of businesses and we are working with them to encourage more businesses to locate here and developers to invest in the borough. We will use our communication and engagement tools to support and encourage businesses and potential developers and investors to be advocates for the area.

Stakeholders and partners, including voluntary and community groups, parish councils, Lancashire County Council, neighbouring district and borough councils

- Services are provided in the borough by a wide range of service providers, including other public sector agencies and voluntary, community and faith groups. The council wants all its stakeholders, including partners and the local media to be advocates for the council and we will use our communication and engagement tools to support them to do this.

Local Members of Parliament

- The MPs for South Ribble and the Ribble Valley are key stakeholders with whom we will share relevant updates and news about the council and its services. We want to make sure they understand the role and services provided by the council.

Central Government

- The council's reputation with central government and its departments is crucial to its success. Local councils also work closely with Central Government on national awareness and behavioural change campaigns e.g. Preparations for Brexit.

Local, regional, national and trade media

- Our media relations are vital to meet the aims and objectives of this strategy. We will share press releases and conduct press briefings and photo opportunities to ensure that our messages reach the appropriate media channels for our desired audiences. Good media relationships can enhance this and ensure a greater reach for our content.

What will be different

The media landscape is changing rapidly with many traditional outlets now operating in completely different ways following the pandemic. The 2020 Ofcom Communications Market Report outlines some key themes that will be considered as part of this strategy:

- While used by the majority the internet is not evenly distributed – 13% refuse to use it and that hasn't changed for three years
- Those who do use the internet use it extensively – 3 hours 29 minutes on average per day:
 - 18-24-year-olds connected for five hours per day
 - 25-34-year-olds connected for 3.5-4 hours per day

- 45-54-year-olds connected for 3.75 hours per day
- 55+ connected for 3 hours+ per day
- Social media is used extensively across all age groups – 72% of people aged 18+ use it
- The top five channels are:
 - Facebook 43.9M users
 - YouTube 43.4M users
 - Messenger 43.4M users
 - WhatsApp 30.2M users – this is the channel that is growing most as a main channel
 - Instagram 28.2M users
- Radio remains flat at 89.8% of adults listening to it
- We're watching more video and less telly
- News sites attract more visits than gov.uk sites – even during the pandemic. While newspaper circulation is falling – media consumption across all platforms is increasing.
- 'Dark social' channels WhatsApp and Messenger are being used significantly more – by 40% of people on a daily basis
- Hyper local site NextDoor is now being used by 4M people and a new entry to the charts

Using this data and actions from the team service review in 2020 the strategy will have four main themes:

1. Doing digital better to engage with our residents

There is work to do to improve our digital communications presence to ensure we use it is an effective two-way engagement tool with residents. The approach is currently inconsistent and in the resident survey feedback suggested its use could be better. There are many emerging channels and trends that we need to capitalise on so a full review of our approach to digital channels will be undertaken. While not directly related this will be significantly enhanced by the launch of the new corporate website in January 2021 and the launch of the new brand:

- Gain a better understanding of the social channels available and how we can use them better – this will focus on platforms such as WhatsApp, Messenger and NextDoor and will need to be part of the customer service review and work alongside the new digital strategy
- An audit of all groups and forums in the borough to establish who the 'gatekeepers' are
- A consistent and data-led approach to sharing information so we are targeting the right people in the right place
- A continual cycle of review so we can focus on methods that work and our time is more efficiently spent

2. Planning for the future

The majority of our work is reactive and ad hoc in nature and we need to work harder with colleagues to ensure an 80/20 planned approach where possible. Without this we will not improve our efficiency and the objectives we have set will not be achieved. A programme of communications plans must be created as part of the business planning process and be evaluated regularly to ensure their effectiveness. The team has been reviewed to help this work better and this cuts across everything we will do.

3. Importance of internal

We always look to ensure that colleagues and members are informed of what's happening but as technology has evolved our channels for communicating haven't necessarily kept up. Added to that there is more focus on external communications and the new shared service with South Ribble will add the resilience to enable us to prioritise internal communications better. This will need a refresh of the internal communications strategy.

4. Rebranding South Ribble Borough Council as a modern, professional authority

A new logo has been agreed to launch in line with this strategy at the start of 2021. The authority has suffered from legacy issues over the last few years and while it is viewed as providing good services by residents much work needs to be done to enhance our reputation and tell people our story. To do that successfully we need to implement the new brand in a consistent way and ensure everything we do or produce externally looks professional and fits with our new image.

Monitoring and evaluation

We will use results of resident and staff surveys to measure if the strategy is achieving its aims but just as importantly it will be the evaluation and success of the individual communication plans, which will determine how we are progressing.

A monthly report will be brought to senior management to update on the progress of communication plans.

Given the changing nature of communications this strategy will run for two years with a review after 12 months to ensure it is still fit for purpose.

Action plan

Priority	Actions	Rationale	Timescales	Costs/ Savings	Implications (e.g. resource, risks)
Short-term					
Launch Communications strategy	Inform colleagues of the new strategy	An opportunity to refresh teams about the role of communications and introduce the new shared service. It will include a new 'seven steps to successful communications that will be developed to aid this process.	January 2021		We will require time to do this and work with teams to understand the best way to do it.
Refresh the Internal communications strategy	To review internal communications channels	To look at how we can take advantage of new technology and changing working practices during Covid-19 to better communicate with colleagues and councillors. It will build on the previous strategy, which had the right concepts but not the resilience to deliver	February 2021		This will need some dedicate resource in part and that will be possible due to the new team structure. This will lead to several new actions once the strategy is drafted.
Development of campaigns planner	To embed this as a way of working	This is to ensure as much activity as possible is planned and evaluated effectively on an 80/20 basis accounting for the fact there will always be some unplanned work.	December 2020		The team has been restructured to make this work better but where additional projects come in we can use external resource as required as long as it is factored into project budgets.
Launch of new brand	To prepare and implement this in a coordinated way	With the new logo agreed we now need to ensure it is rolled out in a planned way.	January 2021	Up to £20,000 identified if required	It will be done on a 'replacement only' basis with digital channels being the first to switch over in line with the website launch.

Digital channels review	To review our approach to how we utilise channels such as social media, emails etc.	The review identified this as an area for improvement and we need to review current practices and how we can improve our use of these as well as upskill the team. This will be a detailed piece of work and will cut across the customer services team and digital strategy.	March 2021		The findings may lead to the need for additional training and it will be important we use the most effective channel for each project we are working on.
Audit of existing communication channels	To ensure we have an overview of all the channels available to us.	We continue to see more and more community magazines pop up and not everyone is online so we need to ensure we know what method is most effective in each part of the borough. This will tie in with the digital channels review.	February 2021		
New website launch	To ensure it is promoted and fits with our communications aims	A better website will hopefully reduce the number of service requests handled through social media and will be an easier way for people to find information and for us to promote what is happening.	January 2021		This is predominantly being delivered outside of the team but this strategy will be help achieve its success.
Medium/Longer Term					
Skills review	Agree areas for development in the team to meet the new challenges	Linked in to the item above we need to ensure the team has the skills to deliver the new way of working and each member of the team will consider what development is required as part of the performance review process.	May 2021		Will be dependent on what funding can be provided for training and appetite for team members to undertake it.
Automation process review	To look at what elements of our communications can be automated to	This will be a mix of using this for social media but also in providing colleagues with the ability to self serve for things such as artwork requirements	September 2021		For this to be successful we need to be clear on what we are looking to achieve.

	improve efficiency				
Six-month review	To look at progress that has been made	To ensure the outcomes of the activity above are being implemented and is done so in a coordinated way. To pick up any changes in habits that will remain as a result of the pandemic	July 2021		
Annual review	To review the strategy document	The pace of change in digital communications means things will have moved on in a year so we need to check the strategy is fit for purpose	December 2021		

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Media Relations Protocol

Media and publicity protocol

The council is in constant contact with the media and it's important that we have procedures in place to deal with their enquiries.

Having an established protocol on dealing with enquiries and sending information to the press, means that we can ensure a consistent approach, and our colleagues in the media know what to expect from us.

The following guidelines outline the council's procedures for dealing with the media. The aim is to provide a clear and simple process for dealing with the media that means we can keep our residents informed.

Responding to media enquiries

1. The media should be encouraged to approach the Communications Team with any enquiries that relate to the council, its processes, conduct, decisions or initiatives. It is the responsibility of the Communications Team to produce responses in direct liaison with the appropriate councillor(s) and to seek advice from relevant officers during this process.
2. The Leader, Deputy Leader, Cabinet portfolio holders, committee chairmen or vice-chairmen will be the official spokespersons on matters concerning their area or brief. Depending on the nature of the issue, it may be appropriate for both a committee chairman and a portfolio holder to be asked to comment.
3. If the appropriate portfolio holder, committee chairman or vice-chairman cannot be contacted, the Leader of the Council or in their absence, the Deputy Leader should be contacted.
4. If the appropriate councillors are not available, the Chief Executive or member of the Leadership Team may respond on behalf of the council or authorise another officer to respond on their behalf. The appropriate councillor should be informed at the earliest opportunity.
5. A councillor may wish to ask an appropriate officer to speak to the media on what appear to be technical matters, but this decision should be that of the councillor.

6. Councillors should be informed if the media are likely to contact them.
7. Employees contacted by the media should refer all enquiries to the Communications Team in order that they may be dealt with as described above.
8. The Communications Team will keep a log of all media enquiries received, the deadline of such enquiry and the date/time the enquiry was responded to along with the final response.

Approval matrix

1	Press enquiry comes into the Communications Team.
2	Enquiry sent to relevant officer for information to form a draft.
3	Draft statement is sent to relevant officer and/or Leadership Team member for first approval.
4	Draft sent to relevant councillor for final approval.
5	Final statement is sent to enquirer and logged.

Issuing proactive news releases

9. The Communications Team will generate and issue news releases and will maintain a forward plan to manage opportunities for coverage in liaison with officers and members.
10. Each release will be produced in liaison with the appropriate officer, cabinet portfolio holder, committee chairman or vice-chairman. Councillors should be quoted in proactive releases. All quotes will be approved by the councillor(s) concerned.
11. If the appropriate portfolio holder, committee chairman or vice-chairman cannot be contacted, the Leader of the Council or, in their absence, the Deputy Leader should be contacted.

12. Members and officers are responsible for identifying opportunities to promote the council within their areas of responsibility and for notifying the Communications Team in a timely manner when such opportunities arise.
13. Ideas for press releases are actively encouraged. Employees and members should contact the Communications Team in a timely manner who will produce releases as appropriate.
14. The Communications Team will log and retain copies of all releases issued. These will be made available on the council's website.

Approval matrix

1	Idea for communication comes into Communications Team.
2	The team work with relevant officer to draft a release and write a quote(s) for relevant Members.
3	Draft release is sent to relevant officer for fact-checking
4	Draft release is sent to relevant Member for final approval
5	Final release is issued to the media (and other channels where relevant) and logged.

Responding to letters in the press

15. Letters published in the press, which criticise the council will be left unchallenged unless:
 - The content is inaccurate
 - The content is considered highly damaging to the council's reputation
 - Responding would help to set out the council's position more clearly
 In these circumstances, the communications team will discuss and develop a response in conjunction with relevant service and spokesperson.

Responding to comments on social media

16. On some social media sites, it is possible to post comments, posts or messages from an organisational account (for example on twitter, use is made of @SouthRibbleBC). In these circumstances, the council will use these profiles rather than a spokesperson. This is because the organisation is more easily identifiable than individuals on social media, and relies on a reputation being built on the platforms. However, in some circumstances it is not possible to post from an organisation account (for example to groups on Facebook), or it is better to have a personal profile, then the relevant available spokesperson will be used.

Media Visits/Interviews

17. Reporters and photographers should be encouraged to liaise with the Communications Team and obtain consent before observing, photographing or otherwise recording any event or activity that relates to the council. Employees should contact the Communications Team if they see or are approached by a member of the media, and should consult with them if they wish to organise a media visit or interview
18. All media requests for interviews should be coordinated by the Communications team. The appropriate cabinet portfolio holders, committee chairmen or vice-chairmen will represent the council in all media interviews. The team can provide briefing and/or guidance on request.

News Conferences

19. If the council wishes to proactively media-manage an issue, or becomes the subject of significant media attention, it may be necessary to hold a news conference. This will enable the authority to provide convenient and controlled access to information for reporters.
20. The Communications Team will coordinate any press conferences and ensure that the appropriate spokespersons have been briefed. Unless agreed otherwise in consultation with the Leader/Deputy Leader, the only persons that should normally attend a press conference are the Leader/Deputy Leader, relevant portfolio holders and appropriate officers.

Events and photo calls

21. The Communications Team can assist with generating media coverage of events. Anyone wishing to invite the press to an event should ask the team to arrange a media photo call. At least two weeks' notice is required for events or initiatives for which advance publicity is essential in order that the deadlines of the weekly news media can be met. Broadcast media like to be informed at least a week in advance. Please bear these deadlines in mind when arranging an event.

Media training and guidance

22. The Communications Team can provide media training and guidance and will help councillors learn to identify opportunities for positive media coverage. The team can advise on handling media interviews as required.

Councillors acting on their own account

23. This protocol relates only to the communication activities undertaken by the council. It does not prevent or limit elected members from acting in their own capacity and undertaking such activities directly themselves.

Purdah period

24. This is the period in the run up to the elections where the organisation cannot do any publicity that might favour a candidate or political party. During this time publicity will be restricted to items that are time sensitive and need to be done in that period and business as usual.
25. In these circumstances the chief executive or directors (or nominated officer) will be the spokesperson for the authority.
26. In the run up to elections that are not South Ribble Borough Council elections (i.e. county council, or police and crime commissioner elections) the above will need to be considered but it may be possible for elected members to be the spokesperson depending upon their involvement in those elections.

Dealing with issues that are conflicted across Chorley and South Ribble

27. With the communications team operating as a shared service there may be times when both authorities have a differing view on an issue or are conflicted in their interests.
28. If that is the case the relevant member of the communications team will act on behalf of the authority it is representing in drafting any statements that will be agreed by the relevant member and officer.
29. An individual can do this for each authority, or in exceptional circumstances, it may be that two members of the team deal with the enquiry at the same time – one working on behalf of each authority.
30. This will be managed by the service lead to void any operational issues.

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REPORT TO	ON
CABINET	Wednesday, 16 December 2020



TITLE	PORTFOLIO	REPORT OF
Next Steps Accommodation Programme	Portfolio Holder for Health, Wellbeing and Leisure	Director of Planning and Property

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

PURPOSE OF THE REPORT

1. This report relates to a bid submitted to the Ministry of Housing Communities and Local Government (MHCLG) alongside Homes England and relates to funding to continue the provision of accommodation for rough sleepers or those at risk of rough sleeping.
2. A successful bid has been submitted in partnership with Progress Housing Association and the following allocations made:-
 - £30,000 funding to continue the provision of short-term accommodation
 - £70,000 capital funding to provide 2 units of move on accommodation for rough sleepers or those at risk of it

- £29,520 Revenue funding to provide a support service to those accommodated
3. In order for the bid to succeed an element of match funding was required. The proposed match funding is £70,000 capital to be committed from section 106 money held by the Council

PORTFOLIO RECOMMENDATIONS

4. That Cabinet approve the expenditure of £70,000 capital from section 106 money
5. That Cabinet approved the partnership working with Progress Housing Association to deliver this proposal

REASONS FOR THE DECISION

6. To enable the Council to release £70,000 match funding to support the Next Steps Accommodation bid
7. To enable The Council to work in partnership with Progress Housing Group to deliver 2 specific units of accommodation to house individuals who are at risk of rough sleeping, and to provide the support required to sustain that accommodation

CORPORATE PRIORITIES

8. The report relates to the following corporate priorities:

An exemplary Council	√
Thriving communities	√
A fair local economy that works for everyone	
Good homes, green spaces, healthy places	√

BACKGROUND TO THE REPORT

9. Throughout the course of the coronavirus pandemic the Council has accommodated around 70 people in hotels and emergency accommodation – this has been to alleviate or prevent rough sleeping in the borough. This has been

above the usual requirements set out in legislation and in line with the Government's 'everyone in' instruction at the start of the pandemic.

- 10.** In August 2020 a bid was submitted to the Next Steps Accommodation Programme. The Council secured £30,000 revenue funding to help continue short term emergency placements as part of this.
- 11.** A further two elements to the bid were also submitted to the Ministry of Housing, Communities and Local Government (MHCLG). MHCLG agreed to support of the following amounts:
 - Capital Funding of £70,000 to acquire 2 units of accommodation for the purpose of accommodating rough sleepers or those at risk of it
 - Revenue funding of £29,520 to provide a support service to enable tenancies to be sustained for those accommodated in the units.
- 12.** For the bid to be considered there needed to be an element of match funding provided by the Council. This match funding was £70,000 capital funding to be made available from section 106 monies.
- 13.** The final bid submission to Homes England was made by Progress Housing Group. Progress Housing Group have investment Partner Status with Homes England making the submission possible.
- 14.** The units of accommodation will be owned and managed by Progress Housing Group and they will also provide the support to the occupants of the properties.
- 15.** The units will be let as short-term tenancies on a social rent. The occupants will move on to permanent accommodation via the Council's already established move on procedures to a more permanent tenancy when ready and assuming that the tenancy is successful.
- 16.** The Council will retain nomination rights to the properties and the use will be for those who would otherwise be rough sleeping or at risk of rough sleeping.
- 17.** The notification that the bid has been successful was received on 17/11/20. The contractual arrangement for the funding will be between Homes England and Progress Housing Association and delivery of the units is by 31st March 2021.

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

- 18.** To use Council funding of £70,000 to match fund Homes England funding payable to Progress Housing Association for the purpose of acquiring 2 units of accommodation on the open market
- 19.** To use £29,520 of Homes England Funding, payable to Progress Housing Association to provide support to individuals living in the units of accommodation
- 20.** The properties to be owned, managed and procured by Progress Housing Association
- 21.** The Council to retain nomination rights to the properties for a period of 30 years for the purpose of housing rough sleepers.
- 22.** MHCLG have advised that due to the short timescales there is no requirement to undergo a procurement exercise to commission support and existing support providers can be approached. This service is currently delivered by KEY who support the bid.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

23. The timescales for submission of the bid did not enable consultation. The bid is supported by colleagues in health who have worked on a multi-agency approach with the Council during the pandemic.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

24. It was initially considered that the Council should acquire the properties however this needed investment partner status which timescales did not permit.

25. The proposals are in line with the range of options that could be considered within the bid and that are achievable within the timescale.

AIR QUALITY IMPLICATIONS

26. There are no direct Air Quality Related issues associated with the proposal.

RISK MANAGEMENT

27. the likelihood and impact of the risk occurring. Identified risks are as follows:

Risk	Description	Existing Control Measure
Match funding is not approved	A condition of the funding is £70,000 match funding being made available by the Council.	The bid has been discussed with the chief Executive, Leader of the Council and Section 151 officer prior to submission
Properties cannot be acquired on the market within the timescales	Units need to be delivered by March 2021	The bid has been discussed with Progress Housing Group development team. Should flats be unavailable alternatives will be considered Dialogue with MHCLG will be ongoing
Risk of tenancy failure	Individuals may have complex and multiple needs	. Progress Housing association are experienced in the management of properties including supported housing. An element of the funding is for the support of individuals who are housed in this accommodation

EQUALITY AND DIVERSITY IMPACT

28. There are no equality and diversity issues

COMMENTS OF THE STATUTORY FINANCE OFFICER

29. The council has sufficient forecast Section 106 commuted sums to make the £70k commitment outlined in the report.

COMMENTS OF THE MONITORING OFFICER

30. We do hold significant sums of Section 106 money for the purposes of enabling the provision of affordable and support accommodation – hence what is proposed here should not be a problem. Overall there are no legal concerns with what is proposed.

There are no background papers to this report

There are no appendices to this report

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Suzanne Ravenscroft, Housing Options Team Leader)	07814857817	30/11/2020

REPORT TO	ON
CABINET	Wednesday 16 December 2020



TITLE	PORTFOLIO	REPORT OF
Infrastructure Funding Statement	Cabinet Member (Planning, Regeneration and City Deal)	Director of Planning and Property

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

PURPOSE OF THE REPORT

1. The approval of the infrastructure funding statement and its publication onto our Council website. This is to replace the current regulation 123 list that has been in place since the adoption of Community infrastructure Levy (CIL) in July 2013.

PORTFOLIO RECOMMENDATIONS

2. Approval of the infrastructure funding statement to display on the Council website for the next year.
3. Cabinet ask the Director of Planning and Property to prepare a policy for spending Developer Contributions.

REASONS FOR THE DECISION

4. The infrastructure funding statement is a requirement of the CIL Regulations 2010 (as amended) Regulation 121A. It is a requirement to publish an infrastructure funding statement annually by 31st December.

EXECUTIVE SUMMARY

5. N/A

CORPORATE PRIORITIES

6. The report relates to the following corporate priorities:

An exemplary Council	✓
Thriving communities	✓
A fair local economy that works for everyone	✓
Good homes, green spaces, healthy places	✓

BACKGROUND TO THE REPORT

7. The Regulation 123 List was a requirement in the CIL Regulations whereby a Charging Authority was required to display a list of projects that would be either funded in part or wholly by CIL. The list we have been using was compiled at the CIL Examination in 2012 to demonstrate a clear short fall in funding for these projects needed to support delivery of the Core Strategy development.
8. The CIL regulation 123 list has been applicable since 2013, however, the legislation changed in September 2019 which now requires us to prepare an infrastructure funding statement per the CIL Regulations 2010 (as amended) Regulation 121A.

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

9. Those projects that were on the regulation 123 list that have not yet come forward are now included in the infrastructure funding statement.
10. These projects in the whole were the projects required to assist in delivering the amount and distribution of development envisaged in the core strategy.
11. In addition to the CIL infrastructure list it also provides a financial summary setting out developer contribution receipts, allocations, expenditure and any unspent or unallocated receipts collected from section 106 agreements and CIL.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

12. No consultation is required, the only requirement is to display the infrastructure funding statement on the Council website.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. No alternatives were considered as this is a requirement of CIL Regulations 2010 (as amended) Regulation 121A.

AIR QUALITY IMPLICATIONS

14. N/A

RISK MANAGEMENT

15. To not display the infrastructure funding statement would mean not complying with the CIL legislation.

EQUALITY AND DIVERSITY IMPACT

16. N/A

COMMENTS OF THE STATUTORY FINANCE OFFICER

17. All CIL receipts will be monitored and reported as part of the budget monitoring process. This will include reporting funding committed to the council's capital programme.

COMMENTS OF THE MONITORING OFFICER

18. The publication of the Infrastructure Funding Statement is designed to meet statutory requirements in this regard. There are no concerns from a Monitoring Officer perspective.

BACKGROUND DOCUMENTS

[Regulation 123 List](#)

APPENDICES

Appendix 1 - Infrastructure funding statement

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Jonathan Noad (Director of Planning and Property)	01772 625206	01/12/2020

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South Ribble Borough Council Infrastructure Funding Statement
2019-2020

December 2020

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Introduction to Infrastructure Funding Statement (IFS)

Following the Community Infrastructure Levy Regulations 2010 (as amended) Regulation 121A, it is now a requirement to publish an annual Infrastructure Funding Statement by 31st December. This report is a summary of developer contribution receipts, allocations, expenditure and any unspent or unallocated receipts collected from section 106 agreements and community infrastructure levy (CIL) within the financial year 2019/20.

In addition, it is a requirement to publish an infrastructure list detailing any infrastructure projects or types of infrastructure which we intend will be, or may be, wholly or partly funded by CIL. The infrastructure list will replace the CIL Regulation 123 list.

Developer Contributions

Community Infrastructure Levy (CIL)

CIL was introduced by South Ribble Borough Council on 1st September 2013. The levy is a charge on development involving new or additional gross internal area for residential and non-residential buildings, including extensions, annexes and new dwellings.

Its purpose is to help deliver infrastructure that is needed to meet the future growth needs of the borough. CIL can be used to fund a wide range of infrastructure including transport, flood defences, schools, hospitals and other health and social care facilities. It does not cover the delivery of affordable housing, which will still require a planning obligation under S106.

Section 106 Agreements

S106 agreements (as known as planning obligations) are legal obligations made between local authorities and developers to make a development acceptable which would otherwise be unacceptable in planning terms.

Planning obligations must be directly relevant to the proposed development, necessary to make the development acceptable in planning terms and fairly and reasonably related in scale and kind to the development.

S106 contributions can either be provided on-site, for example through the provision of affordable housing or off-site in the form of financial payments.

SCHEDULE 2 Matters to be included in the annual infrastructure funding statement (Regulation 121 Schedule 2)

Community Infrastructure Levy (CIL) Report		
Requirement		Amount
1.	The matters to be included in the CIL report are—	
a	the total value of CIL set out in all demand notices issued in the reported year;	£3,836,094.22
b	the total amount of CIL receipts for the reported year;	£3,082,727.59
c	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year but which have not been allocated;	£1,282,899.52
d	the total amount of CIL receipts, collected by the authority, or by another person on its behalf, before the reported year and which have been allocated in the reported year;	£150,000.00
e	the total amount of CIL expenditure for the reported year;	£1,297,569.81
f	the total amount of CIL receipts, whenever collected, which were allocated but not spent during the reported year;	£1,868,566.28
g		in relation to CIL expenditure for the reported year, summary details of—
i	the items of infrastructure on which CIL (including land payments) has been spent, and the amount of CIL spent on each item;	See table below

Infrastructure Item	Amount of CIL spent
Lancashire County Council - City Deal	£1,147,569.81
Lancashire County Council - Cross Borough Link Road	£150,000.00
	£1,297,569.81

ii	the amount of CIL spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	-
iii	the amount of CIL spent on administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation;	£154,136.38
		5%
in relation to CIL receipts, whenever collected, which were allocated but not spent during the reported year, summary details of the items of infrastructure on which CIL (including land payments) has been allocated, and the amount of CIL allocated to each item;		See table below

Infrastructure Item	Amount allocated
Lancashire County Council - City Deal	£1,868,566.28
	£1,868,566.28

A large proportion of our CIL collected is passed onto Lancashire County Council as part of our City Deal Partnership. Through City Deal, Lancashire County Council provide highway infrastructure and local community infrastructure such as schools and health facilities which are required to support new development in our area.

i	the amount of CIL passed to—		
	i	any parish council under regulation 59A or 59B; and	-
	ii	any person under regulation 59(4)	-
j	summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including—		
	i	the total CIL receipts that regulations 59E and 59F applied to;	-

	ii	the items of infrastructure to which the CIL receipts to which regulations 59E and 59F applied have been allocated or spent, and the amount of expenditure allocated or spent on each item;	-
		summary details of any notices served in accordance with regulation 59E, including—	
k	i	the total value of CIL receipts requested from each parish council;	-
	ii	any funds not yet recovered from each parish council at the end of the reported year;	-
		the total amount of—	
	i	CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£1,631,021.40
	ii	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;	£1,360,614.00
	iii	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;	-
	iv	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year.	-
2		For the purposes of paragraph 1—	
a		CIL collected by an authority includes land payments made in respect of CIL charged by that authority;	-
b		CIL collected by way of a land payment has not been spent if at the end of the reported year—	
	i	development (within the meaning in TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	N/A
	ii	the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent;	N/A
c		CIL collected by an authority includes infrastructure payments made in respect of CIL charged by that authority;	-
d		CIL collected by way of an infrastructure payment has not been spent if at the end of the reported year the infrastructure to be provided has not been provided;	-
e		the value of acquired land is the value stated in the agreement made with the charging authority in respect of that land in accordance with regulation 73(6)(d);	-

f	the value of a part of acquired land must be determined by applying the formula in regulation 73(10) as if references to N in that provision were references to the area of the part of the acquired land whose value is being determined;	-
g	the value of an infrastructure payment is the CIL cash amount stated in the agreement made with the charging authority in respect of the infrastructure in accordance with regulation 73A(7)(e).	-

CIL Infrastructure List

Infrastructure Project
Public Transport
Leyland transport hub
Leyland railway station minor improvements
Midge Hall new railway station
Cycle Schemes
River Lostock to Lancashire Business Park
Cycle paths connecting Lostock Hall/Walton Park/Capitol Centre/Brownedge Rd/Factory Lane to railway /Tram Rd links
Links around the Penwortham area
Cycle ways around Bamber Bridge and links to Preston
Moss Side to Leyland
Longton loop
Highway Improvements
Highway improvements to connect Cuerden Strategic site to highway network and A582 improvements
Cuerden site transport network
Churchill Way improvement scheme
Health
New Leyland medical centre
New primary care facility at Penwortham/Lostock Hall
Redevelopment and relocation of Bamber Bridge Clinic
Education
Penwortham/Lostock Hall 2 form entry primary school with site
Leyland/Farington 2 form entry primary school with site
Green Infrastructure/public realm
Towngate, Leyland junction improvements and museum enhancements
Upgrading Hough Lane Leyland

Central Park, Lostock Hall
Town centre development and investment
Community Facilities
Community and neighbourhood centres
Environmental
Air quality action plan
Leisure
Borough and local leisure provision

S106 Obligations Report		
Requirement		Amount
3	The matters to be included in the section 106 report for each reported year are—	
a	the total amount of money to be provided under any planning obligations which were entered into during the reported year;	£1,504,609.00
b	the total amount of money under any planning obligations which was received during the reported year;	£1,332,783.15
c	the total amount of money under any planning obligations which was received before the reported year which has not been allocated by the authority;	£164,413.74
summary details of any non-monetary contributions to be provided under planning obligations which were entered into during the reported year, including details of—		
d	i	in relation to affordable housing, the total number of units which will be provided;
	ii	in relation to educational facilities, the number of school places for pupils which will be provided, and the category of school at which they will be provided;
e	the total amount of money (received under any planning obligations) which was allocated but not spent during the reported year for funding infrastructure;	£7,179,297.90
f	the total amount of money (received under any planning obligations) which was spent by the authority (including transferring it to another person to spend);	£1,080,077.07
g	in relation to money (received under planning obligations) which was allocated by the authority but not spent during the reported year, summary details of the items of infrastructure on which the money has been allocated, and the amount of money allocated to each item;	See table below

Infrastructure Item	Amount allocated
To be paid to LCC for Transport / Highways	£522,689.19
Affordable Housing	£4,934,991.99
Open Space & Leisure	£1,624,685.51
Town Centre Enhancements	£96,931.21
	£7,179,297.90

h		in relation to money (received under planning obligations) which was spent by the authority during the reported year (including transferring it to another person to spend), summary details of—	
	i	the items of infrastructure on which that money (received under planning obligations) was spent, and the amount spent on each item;	See table below

Infrastructure Item	Amount allocated
Affordable Housing	£330,313.66
Open Space & Leisure	£733,871.41
	£1,064,185.07

h	ii	the amount of money (received under planning obligations) spent on repaying money borrowed, including any interest, with details of the items of infrastructure which that money was used to provide (wholly or in part);	£0.00
	iii	the amount of money (received under planning obligations) spent in respect of monitoring (including reporting under regulation 121A) in relation to the delivery of planning obligations;	£0.00
	i	the total amount of money (received under any planning obligations) during any year which was retained at the end of the reported year, and where any of the retained money has been allocated for the purposes of longer-term maintenance, also identify separately the total amount of commuted sums held.	£0.00
4	The matters which may be included in the section 106 report for each reported year are—		
a	summary details of any funding or provision of infrastructure which is to be provided through a highway agreement under section 278 of the Highways Act 1980 which was entered into during the reported year,		N/A – These services are provided by Lancashire County Council
b	summary details of any funding or provision of infrastructure under a highway agreement which was provided during the reported year.		N/A – These services are provided by Lancashire County Council

Future s106 Infrastructure Item – McKenzie Arms Affordable Housing

Building work for 15 new affordable houses on the McKenzie Arms site in Bamber Bridge is set to begin in 2021. The development will see a range of three-bedroom townhouses, one-bedroom apartments and two-bedroom apartments. The delivery of these affordable houses will be largely funded by section 106.



REPORT TO	ON
CABINET	Wednesday 16 th December 2020



TITLE	PORTFOLIO	REPORT OF
Pearson House, Station Road, Bamber Bridge - Renaming	Leader	Director of Planning and Property

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

PURPOSE OF THE REPORT

1. The purpose of the report is for Cabinet to consider the renaming of Pearson House, Bamber Bridge.

PORTFOLIO RECOMMENDATIONS

2. It is recommended that, subject to clearance from street naming and numbering, that Pearson House be renamed Tom Hanson House.

REASONS FOR THE DECISION

3. The redevelopment of Pearson House is currently ongoing and due to complete in 2021 with handover to Community Gateway on a lease arrangement. Local ward members have requested a change in the name of the property to honour former Borough Councillor Tom Hanson.

CORPORATE PRIORITIES

4. The report relates to the following corporate priorities:

An exemplary Council	
Thriving communities	
A fair local economy that works for everyone	
Good homes, green spaces, healthy places	✓

BACKGROUND TO THE REPORT

5. The conversion of Pearson House, Bamber Bridge was approved in October 2018 and subsequently a further approval regarding the lease of the building was taken in March 2020.
6. Works to convert the property to flats are currently at an advanced stage and due to complete in early 2021.

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

7. Local ward members are keen to change the name of Pearson House in honour of former Borough Councillor Tom Hanson.
8. Councillor Tom Hanson was a member of South Ribble Borough Council representing Bamber Bridge for 34 years and was Mayor of South Ribble between 1991 and 1992. Councillor Hanson served on most committees of the Council and was a Cabinet Member for a number of years leading on the Regeneration and Planning and also the Best Value and Performance Management portfolios. Councillor Hanson was an active Member of the Bamber Bridge Area Committee. Councillor Hanson also represented the Council on a number of outside bodies, including Bymbrig Social Services Day Centre Committee and Chorley and South Ribble Crossroads Care Scheme. Councillor Hanson sadly passed away on 1 November 2014, aged 84.
9. Officers have researched why the property was named Pearson House and this is in relation to a previous commercial tenant of the building.
10. The costs of the new signage and the street naming and numbering process are minor and can be accommodated in the existing budget for the redevelopment of the property.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

11. The name change will go through the normal street naming and numbering process which involves consultation with local Councillors and the Royal Mail.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. None

AIR QUALITY IMPLICATIONS

13. None

RISK MANAGEMENT

14. Key risks relate to any confusion with changing the name of a building. At this stage in the programme the timing is ideal as it can be undertaken before the new lessee takes the keys and before billing is set up for utilities.

EQUALITY AND DIVERSITY IMPACT

15. New signage will meet guidelines for the visually impaired.

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. The cost of the signage and the street naming and numbering process can be accommodated in the existing budget for the scheme.

COMMENTS OF THE MONITORING OFFICER

17. The proposal will go through the set street naming and numbering process. Subject to this there are no concerns from a legal point of view.

BACKGROUND DOCUMENTS

Cabinet reports of 17th October 2018 and 18th March 2020 (taken under urgency powers).

There are no appendices to this report

LT Member's Name
Director of Planning and Property

Report Author:	Telephone:	Date:
Jonathan Noad (Director of Planning and Property)	01772 625206	27 th November 2020

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