

## SCRUTINY COMMITTEE

TUESDAY, 11TH FEBRUARY, 2020, 6.00 PM

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

### AGENDA

**Meeting to consider a request by Councillors Margaret Smith, John Rainsbury, Gareth Watson, Damian Bretherton and Michael Green for the Call In, received on 29 January 2020 of the following decision of the Cabinet at its meeting on 22 January 2020.**

**1 Apologies for Absence**

**2 Declarations of Interest**

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

**3 Cabinet Agenda Item 9 - Strategic Review of Community Involvement, including My Neighbourhoods Final Report**

(Pages 3 - 20)

Reason for call-in and report of the Assistant Director of Scrutiny and Democratic Services attached.

**4 Cabinet decision notice and published draft minutes - 22 January 2020**

(Pages 21 - 36)

The published Cabinet decision notice and draft minutes are attached for information.

Gary Hall  
INTERIM CHIEF EXECUTIVE

Electronic agendas sent to Members of the Scrutiny Committee Councillors David Howarth (Chair), Michael Green (Vice-Chair), Jacky Alty, Will Adams,

Matt Campbell, Colin Coulton, Malcolm Donoghue, Chris Lomax, Jim Marsh, Colin Sharples, Stephen Thurlbourn, Matthew Trafford and Karen Walton

The minutes of this meeting will be available on the internet at [www.southribble.gov.uk](http://www.southribble.gov.uk)

#### Forthcoming Meetings

6.00 pm Thursday, 13 February 2020 - Cross Room, Civic Centre, West Paddock, Leyland, PR25 1DH

## **Cabinet Agenda Item 9 - Strategic Review of Community Involvement, including My Neighbourhoods Final Report**

Reason for call in

“The decision was not taken in accordance with the principles of decision making set out in the council’s constitution.

For example, insufficient consultation had been carried out, particularly with the communities which will be affected, and there was a lack of openness in the decision-making process.

The decision should have been regarded as a key decision, given its effect upon the communities living in an area comprising two or more council wards.”

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REPORT TO	ON
CABINET	Wednesday, 22 January 2020



TITLE	PORTFOLIO	REPORT OF
Strategic Review of Community Involvement, including My Neighbourhoods Final Report	Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Assistant Director of Scrutiny and Democratic Services, Director of Neighbourhoods and Development

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

#### PURPOSE OF THE REPORT

1. The purpose of this report is to present Cabinet with the final report from the cross-party Member Working Group's Strategic Review of Community Involvement, including My Neighbourhoods.

#### PORTFOLIO RECOMMENDATIONS

2. That Cabinet considers and agrees the final report from the Strategic Review of Community Involvement, including My Neighbourhoods.

#### REASONS FOR THE DECISION

3. To ensure the Council continues to embed and place community involvement at the heart of everything it does.

#### CORPORATE OUTCOMES

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

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

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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## **BACKGROUND TO THE REPORT**

5. At its meeting on 19 June 2019, the Cabinet created a cross-party Member Working Group with the remit to carry out a strategic review of community involvement, including My Neighbourhoods.
6. The cross-party Member Working Group was made up of:
  - ▶ Councillor Aniela Bylinski Gelder (Chair)
  - ▶ Councillor Jacky Alty
  - ▶ Councillor David Howarth (from November 2019)
  - ▶ Councillor Peter Mullineaux
  - ▶ Councillor Matthew Trafford
  - ▶ Councillor Angela Turner (up to November 2019)
  - ▶ Councillor Karen Walton

7. The cross-party Member Working Group has met on a fortnightly basis to undertake extensive evidence gathering, making use of existing data and carrying out further engagement as necessary.

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

8. A copy of the cross-party Member Working Group's final report from the Strategic Review of Community Involvement, including My Neighbourhoods is included at Appendix 1.
9. Cabinet is asked to consider and agree the final report from the cross-party Member Working Group.

#### **CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

10. Existing resident consultation data was used as part of the review. Additional consultation took place with Members, employees, parish/town councils and partners as part of the review.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

11. Various community involvement options were considered as part of the review with the most appropriate models included in the review recommendations.

#### **AIR QUALITY IMPLICATIONS**

12. None as a result of this report.

#### **RISK MANAGEMENT**

13. Ensuring buy-in and effective project management of the implementation of any recommendations from the review are key risks. It is felt that developing an engagement toolkit and maximising the use of our project management framework will mitigate these risks to an acceptable level.

#### **EQUALITY AND DIVERSITY IMPACT**

14. It is felt that the review has a positive impact on equality and diversity, with no negative impacts on protected characteristics.

#### **COMMENTS OF THE STATUTORY FINANCE OFFICER**

15. Many of the recommendations can be implemented within existing resources. Where additional resources are needed these will be considered as part of the ongoing budget process for 2020/2021 and beyond. At this stage the one specific area where additional resources have been requested is supporting youth engagement activities.

16. The small grants scheme proposed in recommendation 12 in the appendix will most likely require additional resourcing. Once the scheme is developed the full details will be reported so that the financial implications can be considered for approval.

17. The review of My Neighbourhood Forum meetings, described in recommendation 8 in the appendix, may also result in additional resourcing requirements. The distribution of core funds, the staffing requirements and IT support may be affected. Again, once the review is undertaken the full details, including financial implications, will be reported.

#### **COMMENTS OF THE MONITORING OFFICER**

18. There may need to be some changes to the Council's constitution to implement some of the recommendations, which will be considered by the Governance Committee and agreed by Full Council in the usual way.

#### **BACKGROUND DOCUMENTS**

Report to Cabinet – 19 June 2019

#### **APPENDICES**

Appendix 1 – Final Report Connecting Communities - Review of Community Involvement, including My Neighbourhood arrangements

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

Report Author:	Telephone:	Date:
Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Jennifer Mullin, Director of Neighbourhoods and Development)	01772 625512 01772 625329	02/01/20

# Connecting Communities

## Review of Community Involvement, including My Neighbourhood arrangements



### Final Report for Cabinet – 22 January 2020

#### Task Group:

- ▶ Councillor Aniela Bylinski Gelder (Chair)
- ▶ Councillor Jacky Alty
- ▶ Councillor David Howarth (from November 2019)
- ▶ Councillor Peter Mullineaux
- ▶ Councillor Matthew Trafford
- ▶ Councillor Angela Turner (up to November 2019)
- ▶ Councillor Karen Walton



# Foreword

It has given me great pleasure as the Council's first Cabinet Member for Community Engagement, Social Justice and Wealth Building to lead this cross-party review of community involvement.

I passionately believe in putting our residents at the heart of everything we do as a Council, giving them a voice and involving them in their local communities. This is a key part in delivering our exciting new corporate plan.

This report follows a strategic 'root and branch' review of the way the Council involves its residents and communities in decision-making, service delivery and improving their local area.

The Member Working Group has tried to be as inclusive as possible and engage widely to find out what works well now and what would make our approach even better in the future.

I've been bowled over by all the brilliant examples of existing work across the Council to involve our communities and the enthusiasm to build on this and take it to the next level.

There has been lots of opportunities for Members to engage with this review as community leaders and I look forward to the discussions continuing in the future.

I would like to thank my fellow Member Working Group Members – Councillors Jacky Alty, David Howarth, Peter Mullineaux, Matt Trafford and Karen Walton. I'm also grateful for Councillor Turner's contribution in the early part of the review.

I'm really looking forward to working with Members and our communities in turning this review into a reality and achieving our vision of South Ribble:

*"a health and happy community, flourishing together in a safer and fairer borough"*

I would welcome any ideas or suggestions of how we can enhance our community involvement approach in the future or my wider portfolio.



***Councillor Aniela Bylinski Gelder  
Chair of the Cross-party Community Involvement Member Working Group***

## **Rationale for the Review**

At the Annual Council meeting on 15 May 2019 the Leader outlined the Cabinet's desire to strengthen and enhance community involvement in the way the Council is run. As part of this a new Community Engagement, Social Justice and Wealth Building Cabinet portfolio was created.

As part of appointing Chairs and making some changes to the boundaries of the My Neighbourhood Forums it was reported that a fundamental review of the Forums would take place.

In order to ensure we consider and maximise the benefits of involving our communities more and the close links with the My Neighbourhood Forums it is felt that a strategic review should take place.

A cross-party Member Working Group was therefore created to undertake the strategic review and report back into Cabinet.

## **Cross Party Member Working Group**

The cross-party Member Working Group was created with nominations from the three political groupings on the Council.

The following Members served on the Working Group

- ▶ Councillor Aniela Bylinski Gelder (Chair)
- ▶ Councillor Jacky Alty
- ▶ Councillor David Howarth (from November 2019)
- ▶ Councillor Peter Mullineaux
- ▶ Councillor Matthew Trafford
- ▶ Councillor Angela Turner (up to November 2019)
- ▶ Councillor Karen Walton

## **Review Aims and Objectives**

### **Aim:**

To ensure the Council has an innovative and effective community involvement framework in place, which allows influence over the way we design services, make decisions, puts our communities at the heart of everything we do and is best practice.

## Objectives:

- ▶ To carry out an assessment of current activities, including value and costs.
- ▶ To research best practice and look for innovative new approaches.
- ▶ To produce a set of recommendations and way forward for Cabinet to consider.

## Issues in the Scope of the Review

Co-operative/Collaborative Council approach to community involvement, including:

- ▶ Consultation
- ▶ Community engagement and participation, including participatory budgeting
- ▶ My Neighbourhood Forums
- ▶ Work with Parish/Town Councils
- ▶ Work with the Voluntary Community and Faith Sector
- ▶ Work with young people, including Youth Council, Debate Club, citizenship education
- ▶ Democratic engagement, including Member surgeries, ward walks, participation in meetings, webcasting, Cabinet in the Community

## Links with our Corporate Plan

The review links directly with our new council vision:

***‘A healthy and happy community, flourishing together in a safer and fairer borough’***

There are also links with all our new priorities:

- ✓ Health, wellbeing and safety
- ✓ Excellence, investment and financial sustainability
- ✓ Our people and communities
- ✓ Place homes and environment

## Methodology

The Working Group met formally on 9 occasions as part of the review, in addition to attending a number of events and workshops during the period of the review.

During the review, members of the Working Group:

- ✓ Considered national, regional and local best practice with regards community involvement
- ✓ Facilitated an all-Member Workshop
- ✓ Facilitated 2 employee focus groups
- ✓ Engaged with parish/town councils
- ✓ Considered existing data and information held on community engagement e.g. previous resident engagement, community strategy consultation etc.
- ✓ Undertook a visioning exercise
- ✓ Attended the Local Government Chronicle Council of the Year best practice sharing conference
- ✓ Attended the National Association of Local Councils Annual Conference
- ✓ Observed meetings of South Ribble Local Strategic Partnership
- ✓ Held sessions at 2 My Neighbourhood Chairs and Vice-chairs meetings
- ✓ Engaged at My Neighbourhood Forum Planning Meetings
- ✓ Met with Lancashire County Council Youth & Community Services
- ✓ Met with South Ribble Secondary Heads Association
- ✓ Researched good practice from Chorley, Preston, Wigan and Oldham councils
- ✓ Met with the Co-operative Councils Innovation Network.
- ✓ Considered key documents such as the Council's constitution, My Neighbourhood Forum Annual Reports and action plans etc.

A copy of all the evidence gathered as part of the review is available on request.

## Key Findings of the Review

Using the above evidence sources and valuable feedback the Working Group came up with the following findings:

- ▶ The Council has a good track record of involving communities with good practice examples cited as the Green Links and Worden Hall engagement activities. However, it was felt that a more corporate structured approach was required to embed community engagement in the every day work of the Council. There was a sense that a more holistic approach was needed from consultation and engagement through to active sustainable participation of communities. A system of evaluating the effectiveness of community involvement would assist the Council in ensuring it remains a key priority and activities are targeted in the most appropriate way.
- ▶ Whilst there is evidence of the needs and views of residents through South Ribble Partnership's community strategy consultation, it is some time since the Council last undertook a representative formal residents survey.
- ▶ My Neighbourhood Forums provide a useful structure of local Ward Members to meet, discuss local community issues, develop action plans and lead specific local community projects. Whilst these projects can be helpful ways to engage communities in projects, it is not felt the Forums are the most effective way to corporately engage with residents, hard to reach groups and communities in their current format.
- ▶ Looking at practice elsewhere and feedback from Members the alignment between the My Neighbourhood Plans and the Council's corporate and budget planning programme could be strengthened further to deliver our corporate priorities and local projects. The process for allocating spending by My Neighbourhood Forums was felt to be inefficient, time consuming and not the best use of resources. It is acknowledged that a change would be required to the Council's constitution, but safeguarding public money could be achieved in addition to having a more streamlined and effective process.
- ▶ In addition to the existing funding for My Neighbourhood projects, a ward Member grants scheme should be set up to pump-prime local community projects with appropriate governance and link with the needs of local communities.

- ▶ Feedback received by the Working Group showed that some Forums are more effective than others and that there was a desire for the Members in each My Neighbourhood area to design mechanisms to engage with communities and implement community activities which are tailored to their individual needs. Research has shown that no one size fits all and that in the spirit of devolving influence and decision-making, it should be down to each My Neighbourhood area to consult on a model that would be most effective for the communities it serves.
- ▶ As part of the review, the Working Group looked at practice elsewhere, which included the potential to work through a parish/town council rather than duplicate a structure that already exists, some would like more formal engagement through a local committee, some would like a more devolved community development approach concentrating on smaller local areas with specific needs. The Working Group felt that My Neighbourhoods should work up models that work for them.
- ▶ The Working Group found that the Council needed to build on existing work by the Council in sports development and neighbourhoods in involving young people in shaping the services and Borough they would like to see in future. As a district council it can be difficult to engage with young people and yet our services affect their every day lives. We work with some schools in the Borough through specific services and contacts, but a more comprehensive education programme and offer for schools is needed to engage and continue a positive relationship with citizens of the future.
- ▶ Best practice on involving young people in democracy suggests that created a Youth Mayor and Youth Council gives a voice to young people, equips them with important skills and leads to better evidence-based decisions and services.
- ▶ Raising awareness of what the Council does and important role it plays in communities is key to ensuring engagement, with re-starting initiatives such as young people's work experience with council services, employability days, mock interviews, Young Enterprise etc.
- ▶ In addition to engaging and involving young people, there is work to do on engaging the wider population that we serve. Democracy is at the heart of what we are about as a council and the communities we want to see. A key part of democracy is the electoral and voting system. Whilst our electoral register and voter turnout is above average nationally there is more we can do to encourage residents to play their part through information and tailoring our message to them.

- ▶ Unlike many other councils we allow public participation in our meetings with residents able to ask questions and comment on any items of the agenda. This relies on residents travelling and taking the time to attend. It is felt to be quite daunting to speak at a meeting for the first time, or know what to expect in attending our meetings. There is further work that could make our meetings more accessible and welcoming to residents. Taking our meetings out to local communities increases the potential for involvement.
- ▶ With the development of technology an increasing number of councils and organisations are choosing the webcast their meetings to increase transparency and provide a visual record of how decisions are made – taking the Council out to a wider audience.
- ▶ The Borough is very privileged to have many voluntary, community and faith sector organisations that provide the social fabric and enriching experiences for our communities. There has not been an umbrella organisation bringing these organisations together for a number of years, which presents a challenge for us in engaging with the sector as whole and providing support. South Ribble Local Strategic Partnership is looking to engage more with these groups and has a number of strands, including a volunteer strategy. It is felt that the Council can complement this work and provide support, with appropriate senior Member support.
- ▶ Equality and diversity is important to us as a council and whilst engagement is carried out with representatives of the protected characteristics under the Equality Act, there is a more co-ordinated, regular and formal process needed to strengthen this further.
- ▶ South Ribble has 7 parish/town councils, with part of the Borough in Leyland, Lostock Hall, Bamber Bridge and Walton-le-Dale not being parished. A more structured and consistent approach to working with parishes is needed at a Member and officer level. The positive impact of parishing areas was appreciated and whilst it is important that communities themselves show their wish to be parished, the Council should support residents achieve parish status.

## **Review Recommendations**

### **Ensuring a Community Involvement Culture**

1. The Council becomes an affiliate member of the Co-operative Councils Innovations Network to learn and share community involvement best practice.
2. The Council works to become an accredited Co-operative Council, embedding the co-operative values of self-responsibility, democracy, equality, equity and solidarity to transform the engagement relationship with our residents.
3. Community involvement is placed at the heart of every service through service planning, project management and decision-making so that it is co-ordinated and allows the community to shape what we do.
4. A community involvement toolkit and training be developed to help Members and employees involve local communities more effectively.
5. A survey of residents is undertaken at least every two years to understand the needs and views of residents with specific questions to assess the level of community involvement activity.
6. An annual report on the Council's community involvement activities takes place and is presented to Full Council.

### **My Neighbourhoods**

7. Informal My Neighbourhood planning meetings with Members continue to develop plans and projects, including greater alignment with My Neighbourhood plans and the Corporate Plan and budget process.
8. My Neighbourhood Forum meetings be reviewed by each of the five forums, with the option to change them to meeting local circumstances, with 12-month trial models explored by the review, such as:
  - Where area parished, arrange meetings as part of parish meetings
  - Adopt an area committee approach
  - Develop a neighbourhood/community development approach
  - Community partnerships with councillors and partner organisations
  - Hybrid of what works for each area, within existing resources

An evaluation process be developed and agreed with Cabinet so that at the end of the trial period, success against that criteria can be measured.

9. The My Neighbourhood Chairs and Vice-chairs meeting be formalised with a forward plan, agenda and minutes.
10. The governance arrangements for spending My Neighbourhood Forum be streamlined to include the sign-off by the My Neighbourhood chair and vice-chair.
11. A more corporate approach is taken to supporting My Neighbourhoods and making linkages across all council teams to make the most of the opportunities available.
12. A grant scheme be developed to help fund local community action projects.

### **Involving Young People**

13. A more co-ordinated approach be taken to strengthen our work with schools with an education package put together linked to the national curriculum and objectives of the Council, including environmental issues, debate clubs, mock council meetings and competitions.
14. A Youth Mayor and Youth Council is established to allow young people to gain a great understanding of democracy and play an active part in informing council policy, local issues and community action.
15. The Council provides more structured and extensive work experience opportunities for students to learn more about the work of the Council and gain valuable experience.

### **Extending Democracy**

16. An annual communications campaign encouraging residents to enrol on the electoral register and vote in elections is developed.
17. Full Council and other key meetings are webcast to make our meetings more accessible to our residents.
18. Cabinet meetings are taken out into the community at least twice per year on a pilot basis.
19. A series of annual Question and Answer sessions with the Cabinet and key partners takes place through the My Neighbourhood Forum models adopted locally.

20. Our meetings are more welcoming to members of the public with more user-friendly information and guidance provided, encouragement of questions being submitted in advance and officers on hand to brief and support the public prior to meetings.

### **Strengthening the voluntary, community and faith sector**

21. A borough-wide equality forum is created to bring together the groups representing protected characteristics to help us strengthen our approach to equality and diversity and be a sounding board to making our services more accessible and eliminate discrimination.

22. A database of voluntary, community and faith sector organisations is developed for residents and staff to access as a signpost to what's available and how they could be more involved.

23. A Member Champion is appointed for volunteering.

### **Parish and Town Councils**

24. A parish/town council charter is developed with the Council outlining roles, responsibilities and expectations.

25. The Council designates a parish/town council liaison officer.

26. Where local communities express a wish to form a parish/town council the Council will actively support the creation of parish and town councils leading to a community governance review.

27. Regular informal meetings will take place between the Cabinet and parish/town council representatives.



## **CABINET**

WEDNESDAY, 22 JANUARY 2018

## **DECISIONS**

Set out below is a summary of the decisions taken at the meeting of the Cabinet held on Wednesday, 22 January 2020. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

### **6 Nomination of Mayor Elect and Deputy Mayor Elect 2020/21**

#### **Decision made (Unanimously):**

1. That Councillor Jane Bell be nominated as the Mayor Elect for 2020/21; and
2. That Councillor David Howarth be nominated as the Deputy Mayor Elect for 2020/21

### **7 Existing Leisure Centre Investment Plan and Contract Negotiations**

#### **Decision made (Unanimously):**

1. That Cabinet recommends to full Council through the annual budget setting process that a sum of £2.1m is put in place for investment into the existing Leisure Centres to be spent over 2020/21 and 2021/22.
2. That subject to the proposed investment into the existing Leisure Centres being approved by full Council. Cabinet grants authority to the Cabinet Member (Health, Wellbeing and Leisure) in consultation with the Director (Neighbourhoods and Development) to spend up to £2.1m investment where appropriate into the existing Leisure Centres ensuring that all procurement, financial and legal processes are followed in carrying out the work.

### **8 Development of an Extra Care Scheme within South Ribble**

#### **Decision made (Unanimously):**

1. That Cabinet approves the decision to develop, own and manage an Extra Care Scheme within South Ribble in line with the need for Extra Care Housing as outlined within the LCC Housing Care and Support Strategy 2018-2025.
2. That Cabinet grants authority to the Director (Planning and Property) to identify sites within the Council's ownership of which the Council can acquire in order to build an extra care scheme within South Ribble.
3. That Cabinet request the Director (Planning and Property) to establish an officer working group with agreed terms of reference to drive forward identification of a site, review procurement options and identify sources of funding to build and manage the scheme with details of the preferred site, procurement route and funding options being reported back to Cabinet in June 2020.

### **9 Strategic Review of Community Involvement, including My Neighbourhoods Final Report**

**Decision made (Unanimously):**

That Cabinet agree to the implementation of the recommendations in the final report from the Strategic Review of Community Involvement, including My Neighbourhoods.

**10 IDOX Enterprise and Capability Review Project**

**Decision made (Unanimously):**

1. That Cabinet approves commencement of the IDOX Enterprise and Capability Review Project under the Digital to Improve Programme, and approval of the scope of the project outlined in Appendix 3 of the report.
2. That Cabinet approves the use of £146k capital, an increase of £3k to the annual maintenance and support contract within the ICT revenue budget and 20k from the 2019/20 revenue underspends to fund migration costs.
3. That Cabinet grants delegated authority to the Director (Customer and Digital) in consultation with the Portfolio Holder to allow a direct award to the provider.
4. That a Member Briefing on this and other key areas within the Digital to Improve Programme be delivered to all Members.

**11 Vehicle Procurement Programme 2020 / 21**

**Decision made (Unanimously):**

1. That Cabinet approves the capital spend budget of up to £1,247,000 on the vehicle and plant replacement programme.
2. That Cabinet approves the evaluation criteria.

**12 Worden Hall Project Update**

**Decision made (Unanimously):**

1. That Cabinet notes the proposals for the enhance Option 1 proposals as outlined in Appendix 2.
2. That Cabinet approves the drawing up of detailed capital costings for the proposed works.
3. That Cabinet receives an updated report detailing the capital costs of works and updated business plan at the February 2020 Cabinet meeting.

**13 Climate Change Emergency Task Group Update**

**Decision made (Unanimously):**

That Cabinet notes the report for information and supports the work of Group to date, with particular thanks to Councillors Ken and Susan Jones for their dedication and drive on this issue.

**14 Town Centre Masterplans**

**Decision made (Unanimously):**

1. That Cabinet notes the update report.
2. That Cabinet approves for consultation purposes the draft Leyland Town Centre Masterplan.

**15 Exclusion of Press and Public**

**Decision made (Unanimously):**

That the press and public be excluded from the meeting.

**16 Urgent Decision regarding Land at Leyland**

**Decision made (Unanimously):**

That Cabinet notes the report.

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**MINUTES OF CABINET**

**MEETING DATE** Wednesday, 22 January 2020

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

**OFFICERS:** Gary Hall (Interim Chief Executive), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), Jonathan Noad (Director of Planning and Property), Neil Anderson (Assistant Director of Projects and Development), Peter McHugh (Assistant Director of Property and Housing), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer) and Dianne Scambler (Democratic and Member Services Team Leader)

**OTHER MEMBERS AND OFFICERS:** Councillor Jacky Alty (Member Champion (Social Justice and Equality)), Councillor Damian Bretherton, Councillor Colin Clark, Councillor Mary Green, Councillor Michael Green, Councillor Jon Hesketh, Councillor Keith Martin, Councillor Christine Melia, Councillor Peter Mullineaux, Councillor Alan Ogilvie, Councillor Margaret Smith (Leader of the Opposition and Leader of the Conservative Group), Councillor Phil Smith, Councillor Caleb Tomlinson, Councillor Matthew Trafford (Member Champion (Youth)) and Councillor Karen Walton

**PUBLIC:** 7

**74 Apologies for Absence**

Councillor Susan Jones submitted her apologies.

**75 Minutes of the Last Meeting**

**Decision made (Unanimously):**

That the minutes of the Cabinet meeting held on 13 November be approved as a correct record for signing by the Leader of the Council.

**76 Declarations of Interest**

There were no declarations of any interests.

The Leader reminded the Cabinet to review their Register of Interests on a regular basis.

**77 Cabinet Forward Plan**

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

**Decision made (Unanimously):**

That the 12 month Forward Plan - January to December 2020 be noted.

**78 Recommendations from Scrutiny Committee**

**Decision made (Unanimously):**

That the Cabinet accept and will action all the recommendations of the Scrutiny Committee held on 14 November 2019.

**79 Nomination of Mayor Elect and Deputy Mayor Elect 2020/21**

The Leader of the Council, Councillor Paul Foster presented a report of the Assistant Director of Scrutiny and Democratic Services that sought nominations for the Mayor Elect and Deputy Mayor Elect for 2020/21.

The Leader of the Council nominated the current Deputy Mayor, Councillor Jane Bell as the Mayor Elect, and Councillor David Howarth as the Deputy Mayor Elect for 2020/21.

**Decision made (Unanimously):**

1. That Councillor Jane Bell be nominated as the Mayor Elect for 2020/21; and
2. That Councillor David Howarth be nominated as the Deputy Mayor Elect for 2020/21

**Reason(s) for the decision:**

To ensure that there is an effective process for nominating the Mayor Elect and Deputy Mayor Elect to enable relevant preparations to be made.

**Alternative Options Considered and Rejected:**

None.

**80 Existing Leisure Centre Investment Plan and Contract Negotiations**

The Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure) presented a report of the Director of Neighbourhoods and Development that proposed an investment plan for the Council's existing Leisure Centres based on condition surveys carried out in 2016, available as background papers to the report.

The investment plan proposed improvements to the Leisure Centres linked to a hierarchy of need which will ensure that the Leisure Centres are fit for purpose for another five to ten years, whilst also enhancing the offer for customers.

In addition, the report highlighted other key areas facing Leisure Services in South Ribble including the exploration of a potential extension to the Leisure Contract with the current Leisure Operator.

In response to a question from Councillor Karen Walton, the Cabinet Member reported that the current operator was content to continue managing the centres, even with the possibility of a new Leisure Centre facility being developed in the future.

The Leader of the Opposition, Councillor Margaret Smith sought assurance that the other party of the dual use agreement for Penwortham had confirmed their commitment to pay for those elements of the contract they were responsible for and the Cabinet Member established that this was the case.

The Cabinet Member also referred to an audit that was being undertaken regarding third party payments that had been made in relation to the leisure contract and agreed to make the findings available to the Leader of the Opposition when able.

**Decision made (Unanimously):**

1. That Cabinet recommends to full Council through the annual budget setting process that a sum of £2.1m is put in place for investment into the existing Leisure Centres to be spent over 2020/21 and 2021/22.
2. That subject to the proposed investment into the existing Leisure Centres being approved by full Council. Cabinet grants authority to the Cabinet Member (Health, Wellbeing and Leisure) in consultation with the Director (Neighbourhoods and Development) to spend up to £2.1m investment where appropriate into the existing Leisure Centres ensuring that all procurement, financial and legal processes are followed in carrying out the work.

**Reason(s) for the decision:**

In line with the 2016 Condition Surveys of the leisure centres that was undertaken, there is an urgent need to carry out essential repairs and maintenance along with some refurbishment of the centre in order that they are fit for purpose going forward over the next 5 to 10 years. There is also a desire to improve the quality of the existing leisure centres and, where possible, look to improve services provided to local residents.

**Alternative Options Considered and Rejected:**

Cabinet could decide not to invest in the Council's existing leisure centres.

**81 Development of an Extra Care Scheme within South Ribble**

The Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure), presented a report of the Director of Neighbourhoods and Development that provided an update on plans to develop an extra care scheme within South Ribble and sought approval to progress, with the establishment of an officer working group to identify a suitable site, review procurement options and identify funding sources for the scheme.

With South Ribble being one of a number of authorities which have yet to develop an Extra Care scheme in Lancashire, there is now pressing demand. Lancashire County Council's Housing with Care and Support Strategy 2018-2025 indicates that South Ribble has a current need to provide for at least 204 Extra Care apartments in the borough by 2025 and officers have been working with the County to progress this issue.

In response to a question raised by Councillor Colin Clark, it was explained that all management costs of such a scheme would need to be contained within the Business Plan but that the Council was confident that the development of the scheme would be cost neutral to the Council and could provide a sustainable income in the years to come. The Leader added that there was funding available from Lancashire County

Council, along with other grant support that the Council could access to finance its development.

Councillor Alan Ogilvie queried if the scheme would only be available for South Ribble residents. The Cabinet Member confirmed that this would be the main criteria for applicants but that there would be some exceptions. For example, veterans that had a local connection to the area, would be able to apply. The Cabinet Member also confirmed that the administration would be looking to implement more affordable rents for its occupants.

The Leader of the Opposition, Councillor Margaret Smith informed that her group were very much in favour of such a scheme and thought that a visit to one of the Extra Care schemes at either Chorley or Ormskirk would be beneficial for Members.

**Decision made (Unanimously):**

1. That Cabinet approves the decision to develop, own and manage an Extra Care Scheme within South Ribble in line with the need for Extra Care Housing as outlined within the LCC Housing Care and Support Strategy 2018-2025.
2. That Cabinet grants authority to the Director (Planning and Property) to identify sites within the Councils ownership of which the Council can acquire in order to build an extra care scheme within South Ribble.
3. That Cabinet request the Director (Planning and Property) to establish an officer working group with agreed terms of reference to drive forward identification of a site, review procurement options and identify sources of funding to build and manage the scheme with details of the preferred site, procurement route and funding options being reported back to Cabinet in June 2020.

**Reason(s) for the decision:**

1. South Ribble Borough Council are one of a number of authorities within Lancashire that presently do not have an Extra Care Scheme, and this is an issue that both the Borough Council and County Council are keen to address. Officers have been working with Lancashire County Council to consider plans for extra care however discussions have now reached the stage where it is not possible to progress the scheme until a strategic decision has been reached by the Council, namely does the Council want to own and manage an extra care scheme or does it want to partner with a Registered Provider to deliver the scheme?
2. The Lancashire County Council Housing with Care and Support Strategy 2018-2025 indicates there will be a need for at least 204 Extra Care apartments in South Ribble by 2025. The need for Extra Care will only increase thereafter due to an ageing population and a number of authorities in Lancashire are currently exploring the potential to build additional extra care schemes due to demand in their area.
3. Once a strategic decision has been made in relation to the ownership and management of the Extra Care Scheme then plans can be worked up to move the scheme onto a formal project footing and to give this work the priority it deserves.

**Alternative Options Considered and Rejected:**

1. The Council has a choice. It could decide to develop, own and manage an Extra Care scheme itself or it could choose to partner with a Registered Provider to develop the scheme.
2. Should the Council develop, own and manage the scheme it shall provide the Council with a valuable financial asset for which grant funding could be secured to help with build costs and the scheme would provide a positive financial surplus for the Council to reinvest in the scheme or in other Housing and Care priorities.
3. Alternatively, the Council could choose not to develop an Extra Care scheme within South Ribble. This is not recommended as there is clearly an unmet demand for such a facility and failure to provide an Extra Care scheme would result in elderly residents with support needs receiving a lesser service than residents in neighbouring boroughs.

## **82 Strategic Review of Community Involvement, including My Neighbourhoods Final Report**

The Cabinet Member (Community Engagement, Social Justice and Wealth Building), Councillor Aniela Bylinski Gelder, presented a joint report of the Director of Neighbourhoods and Development and the Assistant Director of Scrutiny and Democratic Services that presented Cabinet with the final report from the cross-party Member Working Groups, Strategic Review of Community Involvement, including My Neighbourhoods.

The Cabinet Member individually thanked those Members and Officers who had participated in the review.

The Review proposed several recommendations centred around six key areas of community engagement:

- Ensuring a Community Involvement Culture.
- My Neighbourhoods
- Involving Young People
- Extending Democracy
- Strengthening the voluntary, community and faith sector.
- Parish and Town Councils.

Some Members in the audience commented that they felt uncomfortable with the recommendations for the Council to become an affiliate member of the Co-operative Councils' Innovative Network and accredited Co-operative Council, feeling that the organisation was too Labour centric. The Cabinet Member expressed her disappointment at such comments, as the cross-party working group had signed off all the recommendations of the group at its final meeting, and made the point that the network's values were in keeping with the Council's own.

The Cabinet Member would shortly be writing to the Chairs of the five Neighbourhood Forums for their views on how their individual meetings should be reviewed, in order to meet the evaluation criteria in 12 months' time. It was fully anticipated that each Forum would be delivered differently to meet the requirements of local circumstances. Permanent changes to the Forums would need a change to the Constitution along with the streamlining of the governance arrangements for spend.

Although several members considered that engagement was strong between borough and parish councillors, the Cabinet Member was clear that the feedback received from the Parish and Town Councils was contrary to this view and was keen to strengthen this area of community engagement.

The Council's Member Champion for Youth, Councillor Matthew Trafford said that he was looking forward to implementing the recommendations aimed at better involving young people and was pleased that the volunteering community would now be better represented and recognised within the Council.

The Cabinet were particularly pleased with the outcome of the review, they accepted all the recommendations and were looking forward to their implementation, adding that they would make a significant change in how our residents engage with the Council in the future.

**Decision made (Unanimously):**

That Cabinet agree the recommendations in the final report from the Strategic Review of Community Involvement, including My Neighbourhoods.

**Reason(s) for the decision:**

To ensure that the Council continues to embed and place community involvement at the heart of everything it does.

**Alternative Options Considered and Rejected:**

Various community involvement options were considered as part of the review.

### **83 IDOX Enterprise and Capability Review Project**

The Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, presented a report of the Director of Customer and Digital that informed on the need to upgrade and expand software technologies were appropriate following an assessment of existing and new technology requirements.

The report also sought approval for the IDOX Enterprise and Capability Review project that would provide several operational improvements, as well as providing an improved experience for residents and businesses who interact with the Council digitally.

The initial investment required is anticipated to be partly offset over time with the reduction in required back office administration and a channel shift towards online methods of interaction.

Members asked if a Member Briefing could be delivered to help Members better understand the proposals and the Leader agreed and felt that this could also be extended to other key areas of the Digital to Improve Programme.

In response to a concern raised about potential risks, the Interim Chief Executive responded to say that the technology was tried and tested, and that the biggest risk factor was staff not adapting and utilising the systems to their full capacity. This however, would be mitigated by the provision of training and continued support. The Cabinet Member added that the benefits of using the systems far outweighed the risks and would also increase accessibility for our residents through online services.

**Decision made (Unanimously):**

1. That Cabinet approves commencement of the IDOX Enterprise and Capability Review Project under the Digital to Improve Programme, and approval of the scope of the project outlined in Appendix 3 of the report.
2. That Cabinet approves the use of £146k capital, an increase of £3k to the annual maintenance and support contract within the ICT revenue budget and 20k from the 2019/20 revenue underspends to fund migration costs.
3. That Cabinet grants delegated authority to the Director (Customer and Digital) in consultation with the Portfolio Holder to allow a direct award to the provider.
4. That a Member Briefing on this and other key areas within the Digital to Improve Programme be delivered to all Members.

**Reason(s) for the decision:**

1. To provide the systems and solutions to enable service delivery. Improved system capability will also empower staff to work dynamically using a broad range of devices.
2. The scope of this project also includes the introduction of additional services to assist in compliance with Data Protection Legislation.
3. The project will rationalise systems and provide further system alignment with Chorley Council which will provide benefits as Shared Services progresses.

**Alternative Options Considered and Rejected:**

Members could choose to not undertake the project. This would maintain the existing service position and would not progress on the ambitions within the Digital to Improve programme. This option would also mean the systems alignment with Chorley Council would not be realised.

If members chose to retain the existing Civica document management system, investment would be required to both maintain and upgrade the system.

**84 Vehicle Procurement Programme 2020 / 21**

The Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, presented a report of the Director of Neighbourhoods and Development that sought approval to spend the proposed capital budget of up to £1,247,000 on the vehicle and plant replacement programme. The report also sought agreement for the procurement evaluation.

The Council's approved vehicle and plant replacement programme for 2020/21 included for the replacement of 20 vehicles and items of plant. The Council has expressed its commitment to develop the greenest possible fleet thus reducing the amount of pollutants produced and will give priority to the purchase of full electric or hybrid vehicles.

Considering this commitment, Members queried the 5% criteria weighting placed against Environmental Impact. The Cabinet Member agreed that this was low and had already requested a review of the weightings for future tenders. Part of the reason for this was that much of the green technology for vehicles is currently cost prohibitive but this will change. All the vehicles and plant would next be up for procurement in five to seven years.

**Decision made (Unanimously):**

1. That Cabinet approves the capital spend budget of up to £1,247,000 on the vehicle and plant replacement programme.
2. That Cabinet approves the evaluation criteria.

**Reason(s) for the decision:**

To enable the continued delivery of services to residents of the borough through the provision of efficient and suitable vehicles.

**Alternative Options Considered and Rejected:**

1. The Council has expressed the desire to whenever possible procure goods and services from companies based within the borough. This is not possible on this occasion due to the specialist nature of the equipment and a lack of suitable suppliers and manufacturers within the borough.
2. Consideration was given to the retention of the existing vehicles and equipment; however, the likelihood is that these vehicles would over time become unreliable leading to a deterioration in the delivery of services. Retention of vehicles would also remove the opportunity to reduce the current levels of particulates released into the atmosphere and reduce air pollution within the borough.
3. Consideration was given to contract hire and an exercise carried out to establish the whole life costs of existing vehicles, in the case of refuse collection vehicles the average cost of leasing compared to outright purchase and in-house maintenance demonstrated an increase in costs of 30% per year based on a seven-year period.

## **85 Worden Hall Project Update**

The Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, presented a report of the Director of Planning and Property that updated Cabinet in recommendations arising from the officer working group to develop an enhanced Option 1 proposal for Worden Hall.

The business plan had also been reviewed to ensure that the proposals are costed and can be delivered without the need for ongoing revenue subsidy from the Council. Some of the capital costs had not yet been received so a further update report would need to come back to Cabinet in February.

The Cabinet Member outlined the proposals that included, an extended café space to be relocated from the stables to the ground floor of the Derby Wing, the stables and hayloft to be re-purposed as a bar and green room, with a hoist to provide access to the first floor, along with a foyer to support the event space, and utilisation of the Marsden Room for weddings and events.

Project management skills would be strengthened through ensuring that the right professional skills are commissioned were appropriate.

In response to a query raised by a member of the public, the Cabinet Member clarified that the aim of project and spend was to prevent the Grade II listed building from falling into further disrepair and ensuring that the asset was fit for purpose for use by the local community, a view that many residents shared in the recent consultation exercise on the future of the Hall.

**Decision made (Unanimously):**

1. That Cabinet notes the proposals for the enhanced Option 1 proposals as outlined in Appendix 2.
2. That Cabinet approves the drawing up of detailed capital costings for the proposed works.
3. That Cabinet receives an updated report detailing the capital costs of works and updated business plan at the February 2020 Cabinet meeting.

**Reason(s) for the decision:**

To determine whether the Council wishes to proceed with the plans for Worden Hall subject to agreeing acceptable capital costs for the works.

**Alternative Options Considered and Rejected:**

The Council could choose not to develop Worden Hall. This is not recommended as the feedback from the public consultation strongly supported the Council investing in the Hall and bringing it back into use.

**86 Climate Change Emergency Task Group Update**

In the absence of the Cabinet Member (Environment), the Director of Neighbourhoods and Development presented a report to Cabinet that updated on progress of the Climate Emergency Task Group, the reasons why the working group was formed, the scope of the review and indicative first priorities for the group.

The Climate Emergency Working Group is planning activities in four key areas:

- To cut the Council's direct carbon emissions to net zero carbon by 2030;
- To use the Council's direct areas of wider influence;
- To become a climate change leader for the borough; and
- To investigate, promote and as required implement measures to help mitigate against the impacts of climate change.

The Leader commented on how Councillor Thulbourn, Vice Chair of the Group had been instrumental in the work of the group to date and extremely helpful in supporting the Chair, Councillor Ken Jones. Thanks, was also extended to Councillors Ken and Susan Jones for their tireless efforts in establishing a group that would help to make a real difference for its residents around air quality and climate change.

The Leader also updated on the tree planting programme that the Cabinet had committed to delivering over the next four years, reporting that 32,000 trees of the 110,000 target, had already been planted.

Members discussed how the Council could influence in other areas, for example the increased use of wood burners and coal fires across the borough. In response, Members were informed that the Council was looking to launch a campaign about the risks and pollution.

**Decision made (Unanimously):**

That Cabinet notes the report for information and supports the work of Group to date, with particular thanks to Councillors Ken and Susan Jones for their dedication and drive on this issue.

**Reason(s) for the decision:**

Following the declaration of a Climate Emergency made by the Council in July 2019, a cross-party working group was established and asked to report back to Council detailing the proposed scope of the review and actions.

**Alternative Options Considered and Rejected:**

The Council could do nothing and wait until national and international government policy changes. As detailed in the report, waiting is not an option due to the advancing risk of global warming.

**87 Town Centre Masterplans**

The Cabinet Member (Planning, Regeneration and City Deal), Councillor Bill Evans, presented a report of the Director of Planning and Property that updated on the various town centres and masterplan work. The report also sought approval to consult on the draft Leyland Town Centre masterplan.

The intention is to have a robust consultation exercise on the draft Leyland Town centre Masterplan which will last for around eight weeks. Details of the responses received will then be reported back to Cabinet prior to any decision being made.

The Cabinet Member also updated on the work done to date on the Penwortham masterplan and gave notice of a masterplan that was scheduled for Tardy Gate at Lostock Hall. The Cabinet Member was due to meet with Penwortham Councillors once the masterplan was drafted.

Members were pleased to see that the masterplans were finally coming to the fore after several years in the making.

**Decision made (Unanimously):**

1. That Cabinet notes the update report.
2. That Cabinet approves for consultation purposes the draft Leyland Town Centre Masterplan.

**Reason(s) for the decision:**

1. Work has been underway on the Leyland masterplan for a while and is now at an important stage whereby the draft findings and ideas need to be put out to wider public consultation. The recent announcement of a potential Towns Deal for Leyland has added extra impetus to the finalisation of a masterplan for Leyland.
2. The recently-adopted Corporate Plan also identifies the need for master planning of other centres in the borough, namely Penwortham, Bamber Bridge and Lostock Hall, as a key priority.

**Alternative Options Considered and Rejected:**

The Council could choose not to undertake the work. This would be against the agreed Corporate Plan and would not enable our town centres to thrive and diversify.

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

1. That the press and public be excluded from the meeting.

## **89 Urgent Decision regarding Land at Leyland**

The Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, presented a confidential report of the Director of Planning and Property that provided an update on a urgent decision that had been taken in relation to the Test Track site in Leyland.

### **Decision made (Unanimously):**

1. That Cabinet notes the report.

### **Reason(s) for the decision:**

1. The Council received a formal request from the developer for the Test Track on 6th December 2019 to extend the sale agreement. In the event that a challenge is lodged against the Test Track Planning Decision then the Expiry Date be extended to the date at which time a decision on the Challenge is confirmed.
2. The existing sale agreement was due to expire on 18th December 2019 and in the absence of a Cabinet meeting a decision was taken to refer the matter for consideration as an Urgent decision by the Chief Executive in consultation with the Portfolio Holder for Finance, Property and Assets and the Leader of the Council.

### **Alternative Options Considered and Rejected:**

1. The Council is bound by the terms of its Joint Venture Agreement to act in unison with both parties to jointly agree decisions. The other party was strongly in favour of an extension to the sale agreement and it was not in the Council's interest to let the agreement fall away.
2. If the Council had refused the extension then there was a risk of being referred to mediation by the other party and a risk of litigation.

Chair

Date

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