

# Council

Wednesday, 20th April, 2022, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

## Agenda

### 1 Apologies for absence

### 2 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item.

If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

### 3 Minutes of the last meeting

(Pages 5 - 20)

### 4 Mayors Announcements

### 5 Cabinet

(Pages 21 - 30)

To receive and consider the report of the Cabinet held on 23 March.

### 6 Appointment of a new Member of the Cabinet

To note the appointment of Councillor James Flannery as Cabinet Member (Planning, Business Support and Regeneration) by the Leader of the Council.

### 7 Urgent Decisions

(Pages 31 - 36)

To receive and consider the report of the Director of Governance and Monitoring Officer.

<p><b>8 Scrutiny Committee</b></p> <p>To receive and consider the report of the Scrutiny Committee held on 17 March and Scrutiny Budget and Performance Panel held on 21 March.</p>	<p>(Pages 37 - 40)</p>
<p><b>9 Governance Committee</b></p> <p>To receive and consider the report of the Governance Committee held on 29 March.</p>	<p>(Pages 41 - 44)</p>
<p><b>10 Extra Care Project - West Paddock Budget Approval</b></p> <p>To receive and consider the report of the Director of Commercial.</p> <p>Please note this report will follow as information from an external cost consultant and contractor is awaited.</p>	<p>(To Follow)</p>
<p><b>11 Investment in Council's Leisure Centres</b></p> <p>To receive and consider the report of the Director of Communities.</p>	<p>(Pages 45 - 78)</p>
<p><b>12 Waste Collection Services contract</b></p> <p>To receive and consider the report of the Director of Customer and Digital.</p>	<p>(Pages 79 - 88)</p>
<p><b>13 Appointment of Chief Executive</b></p> <p>To receive and consider the report of the Chief Executive.</p>	<p>(Pages 89 - 92)</p>
<p><b>14 Amendment to Taxi Licensing Policy</b></p> <p>To receive and consider the report of the Director of Planning and Development.</p>	<p>(Pages 93 - 98)</p>
<p><b>15 Statutory HMRC Checks for Taxi/Private Hire Driver Applications</b></p> <p>To receive and consider the report of the Director of Planning and Development.</p>	<p>(Pages 99 - 104)</p>
<p><b>16 Vehicle Age Policy</b></p> <p>To receive and consider the report of the Director of Planning and Development.</p> <p>Please note this report will follow as the comments on the Licensing and Public Safety Committee held on 6 April and consultation responses need to be reviewed and incorporated.</p>	<p>(To Follow)</p>

**17 Questions to the Leader of the Council**

**18 Questions to Cabinet Members**

**19 Exclusion of Press and Public**

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

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

Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

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

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

**20 Waste Collection Services contract (confidential appendix)**

(Pages 105 - 144)

To receive and consider the report of the Customer and Digital.

**21 Extra Care Project - West Paddock Budget Approval (confidential appendix)**

(To Follow)

To receive and consider the report of the Director of Commercial.

Please note this report will follow as information from an external cost consultant and contractor is awaited.

Electronic agendas sent to Members of the Council.

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 Wednesday, 18 May 2022 - Shield Room, Civic Centre, West Paddock,  
Leyland, PR25 1DH

<b>Minutes of</b>	<b>Council</b>
<b>Meeting date</b>	<b>Wednesday, 23 February 2022</b>
<b>Committee members present:</b>	Councillors Jane Bell (Mayor), Will Adams, Renee Blow, Julie Buttery, Aniela Bylinski Gelder, Colin Coulton, Bill Evans, James Flannery, Paul Foster, Harry Hancock, Mick Higgins, Clare Hunter, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Caroline Moon, Peter Mullineaux, Alan Ogilvie, Colin Sharples, David Shaw, Phil Smith, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman and Carol Wooldridge
<b>Committee members attended virtually (non-voting):</b>	Councillors Damian Bretherton, Matt Campbell, Carol Chisholm, Mary Green, Michael Green, Jon Hesketh, Jacqueline Mort, John Rainsbury, Margaret Smith, David Suthers and Councillor Barrie Yates
<b>Officers present:</b>	Gary Hall (Chief Executive), Chris Moister (Director of Governance), Asim Khan (Director of Customer and Digital), Jennifer Mullin (Director of Communities), Jonathan Noad (Director of Planning and Development), Louise Mattinson (Director of Finance and Section 151 Officer) and Ruth Rimmington (Democratic Services Team Leader)
<b>Public:</b>	Two

## **99 Apologies for absence**

Apologies were received from Councillors Jacky Alty, David Howarth (Deputy Mayor), Malcolm Donoghue, Derek Forrest, Clifford Hughes, Stephen Thurlbourn and Matthew Trafford.

Councillors Damian Bretherton, Matt Campbell, Carol Chisholm, Mary Green, Michael Green, Jon Hesketh, Jacqueline Mort, John Rainsbury, Margaret Smith, David Suthers and Barrie Yates attended the meeting via Microsoft Teams and so was not able to participate in voting.

## **100 Declarations of Interest**

No declarations of interest were received.

## **101 Minutes of the last meeting**

Resolved: (Unanimously) That the minutes of the Council meeting held on Wednesday, 26 January 2022 be approved as a correct record.

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## 102 Mayors Announcements

The Mayor gave an update on her recent duties, including a Runshaw College Apprenticeship Awards ceremony and noted how impressed she had been on meeting the apprentices.

The Mayor reminded members of the spring banquet on 1 April.

## 103 Urgent Decisions

Members received a report setting out a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since the report to the last meeting of Council.

These urgent decisions include 'key' decisions taken by the Executive (i.e. Cabinet of Individual Executive Members) as defined in the Cabinet Forward Plan / Notice of Executive Decisions, decisions which include confidential or exempt information, and urgent decisions for which the Mayor agreed to waive scrutiny call-in.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently

Resolved (unanimously) that the report be noted.

## 104 Governance Committee

Members received a general report of the Governance Committee meeting held on 25 January.

Councillor Watkinson advised that, since the meeting, the Annual Audit Report had been released. This would usually be presented to the first Governance Committee, however, Grant Thornton have a duty to report any identified weaknesses to those charged with governance promptly and did not feel it was appropriate to wait until the next meeting on 29 March.

The Report was circulated to members of the committee outside of the meeting in order to satisfy external audits duty to act promptly. The key message being that the statutory recommendation have been lifted. There were a total of seven recommendations, however, these improvements were already identified by the Council and have been, or were in the process of being, implemented. Thanks was given to officers and members of the Governance Committee for their contribution to this achievement.

Councillor Alan Ogilvie noted the audit regarding buildings and facilities management and received reassurance that all was now in place in terms of the inspection of council buildings and safety requirements across the wider estate. Councillor Matthew Tomlinson thanked the staff involved for their work in resolving the issues identified.

Councillor Paul Foster thanked all those involved for the unqualified value for money conclusion, given the historical issues in this area.

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It was proposed by the Chair of the Governance Committee, Councillor Ian Watkinson, seconded by the Vice Chair of the Governance Committee, Councillor Colin Sharples and subsequently

Resolved (unanimously) that the report be noted.

## **105 Scrutiny Committee**

Members received a general report of the Scrutiny Committee held on 8 February.

It was proposed by Councillor Karen Walton, seconded by Councillor Colin Sharples and subsequently

Resolved (unanimously) that the report be noted.

## **106 Fair Collection Charter**

The Cabinet Member (Communities, Social Justice and Wealth Building), Councillor Aniela Bylinski Gelder, presented the report of the Director of Customer and Digital which proposed that a Fair Collection Charter be adopted. The report also highlighted the measures already adopted to help financially vulnerable customers.

Adopting the measures outlined would achieve the council's objective of taking a more ethical approach to collection including a more supportive recovery process and best practice affordability and means testing. They would also lead to improved working relationships with debt advice partners and increased referral and intervention.

Debt could be a determinant of wider issues and adoption of these measures would help to ensure a joined-up approach to managing residents and local businesses experiencing issues. Where residents have no means to pay there would be no benefit in pursuing enforcement action, incurring additional costs and increasing their vulnerability impacting upon mental health, well-being and self-confidence. This could also place additional demand on public services.

It was proposed by the Cabinet Member (Communities, Social Justice and Wealth Building), Councillor Aniela Bylinski Gelder, seconded by the Leader of the Council, Councillor Paul Foster, and subsequently

Resolved (unanimously)

1. To adopt the new Fair Collection Charter.
2. To delegate authority to the Executive Member (Communities, Social Justice and Wealth Building) to approve cost-neutral changes to the policy.

## **107 Review of Council Tax Support Scheme**

The Cabinet Member (Communities, Social Justice and Wealth Building), Councillor Aniela Bylinski Gelder, presented the report of the Director of Customer and Digital which set out proposals to change the South Ribble Council Tax Support Scheme from 1 April 2022.

Having consulted on the scheme, the proposal aimed to make the scheme fairer and simpler for residents, and more focused to support the households most in need.

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This complimented the findings from the Scrutiny Review of Health Inequalities by demonstrating the Council's continued commitment to supporting the most vulnerable households and taking steps to improve the mental health and wellbeing of residents. Consultation with precepting authorities on proposed changes to the scheme was statutory.

Members debated the proposal and differing opinions were raised, both that the changes were the right thing to do and alternatively, that policies were already in place.

It was proposed by the Cabinet Member (Communities, Social Justice and Wealth Building), Councillor Aniela Bylinski Gelder, seconded by the Leader of the Council, Councillor Paul Foster, and subsequently

Resolved (by majority 23:0:9)

To approve the following revisions to the Council Tax Support Scheme:

- a. Removal of the baseline Council Tax charge of £3.50 per week for working age claimants in receipt of:
  - o Universal Credit and some level of earnings or non-disregarded other income
  - o Other low-income groups not receiving Universal Credit nor a passported benefit
- b. The revised scheme is approved with effect from 1 April 2022.

For: Councillors Will Adams, Renee Blow, Jane Bell (Mayor), Aniela Bylinski Gelder, Bill Evans, James Flannery, Paul Foster, Harry Hancock, Mick Higgins, Clare Hunter, Susan Jones, Chris Lomax, Keith Martin, Colin Sharples, David Shaw, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Kath Unsworth, Ian Watkinson, Paul Wharton-Hardman and Carol Wooldridge

Abstain: Councillors Julie Buttery, Colin Coulton, Jim Marsh, Caroline Moon, Peter Mullineaux, Alan Ogilvie, Phil Smith, Karen Walton and Gareth Watson.

## **108 Employment Matter - Decision**

Members received a report from the Chief Executive which informed members of the outcome of the claim brought by Heather McManus against South Ribble Borough Council, Councillors Paul Foster and Michael Titherington.

Councillor Foster thanked members and officers for their support during what had been a difficult time, both for the council and personally for a number of members.

In terms of the Whistleblowing Claim it was found that the protected disclosure was not the principal reason for the dismissal and/ or the alleged detriments. As a result, this head of claim, and the claims against Councillors Foster and Titherington failed.

The Tribunal found that the decision to dismiss was fair and lawful and the claim for unfair dismissal was dismissed.

The Tribunal considered the summary dismissal and whether contractual notice should have been provided following dismissal. They found that the evidence provided did not support departing from the recommendation of the Independent Investigator to provide contractual notice. However, the period to be used was



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limited to the balance of notice remaining following the claimant's resignation, a period of 41 days.

A number of members commented on the report, including Councillors David Shaw, Karen Walton and Michael Titherington.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently

Resolved (unanimously) that the report be noted.

## **109 Future development of shared services**

The Leader of the Council, Councillor Paul Foster, presented the report of the Deputy Chief Executive which set out the options and proposals for the future development of the councils' shared services relationship. The proposals were endorsed by a majority of the Shared Services Joint Committee at an informal meeting on 10 February.

Members noted that the inclusion of an Executive Member on the Shared Services Joint Appointments Panel was not subject to political balance rules.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Executive Member (Finance, Property and Assets), Councillor Matthew Tomlinson, and subsequently Resolved (unanimously)

1. To approve the principles for the shared services relationship with Chorley Council set out at paragraph 23.
2. To approve that the approach to the future development of shared services set out at paragraph 24.
3. To approve the creation of a Strategic Lead (Future Investments) as a shared post.
4. To approve the creation of a Director of Change and Delivery as a shared post.
5. To approve for consultation the creation of a permanent shared arrangement for development projects, with authority delegated to the Leader to approve the final arrangements.
6. To approve for consultation the creation of a shared pest control service, with authority delegated to the Leader to approve the final arrangements.
7. To adjust the membership of the Shared Services Joint Appointments Panel to include one additional Cabinet Member from each council, in recognition of the central role that shared services now plays in the appointment of Chief Officers.

## **110 Revenue Budget 2022/23, Medium Term Financial Strategy and Capital Programme 2022-2025**

The Mayor advised that one vote would cover the Budget, Council Tax setting and all other issues covered within the report and appendices.

The Executive Member (Finance, Property and Assets), Councillor Matthew Tomlinson, presented the Cabinet's Budget Strategy and proposals for the Revenue Budget 2022/23, together with the Medium Term Financial Strategy (MTFS) and Capital Programme for 2022-2025.

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Councillor Tomlinson thanked the Labour and Liberal Democratic Groups and officers for their hard work and input into the proposed budget.

Councillor Tomlinson referred to the achievements of the council since the administration took control and the plans within the Corporate Strategy which would be delivered by the proposed budget, including a freeze on council tax in 2022/23.

The proposals included a freeze on council tax in 2023/24 and a 1.99% increase in council tax in 2024/25, although these proposals would be revisited each year as part of the budget setting process and be dependent upon the outcome of the government's reviews of both the future funding framework and the future distribution of funding between councils.

Councillor Tomlinson explained that proposals set out a balanced budget for 2022/23 and, based on current assumptions, forecasts deficits of £0.619m for 2023/24 and £0.732m for 2024/25. However, the council was ambitious in its approach to meeting the budget deficit through generating efficiency savings, such as those already realised through shared services, and additional income generated through investments within the borough.

The council was expanding its capital programme with large scale investments included in the budget over the coming three years.

The proposals ensure the objectives of the council's Corporate Strategy priorities would be met;

**An exemplary council** – continue to work with our residents to address climate change and achieve our commitment of being a carbon neutral council by 2030

**Thriving communities** – providing support and grants for businesses and developing our approach to apprenticeships, graduate and training posts in areas of high market demand and supporting people into high quality employment;

**A fair local economy that works for everyone** – investing in our local play and community facilities, supporting the delivery of affordable homes and improving our leisure centres;

**Good homes, green spaces, healthy places** - making improvements across the Borough, supporting our young people, health and wellbeing and local areas

The Leader of the Opposition, Councillor Karen Walton, explained that the Conservative Group had prepared a statement regarding the proposed budget. On behalf of the Group she thanked the staff at the council and the residents of the borough for their contributions during a difficult time. The Conservative Group were supportive of the proposal for 0% council tax increase and some of the proposals, but expressed concern regarding the level of debt being taken on. Councillor Walton requested a copy of the letter received by the council from Michael Gove. Councillor Michael Green echoed some of the comments made by Councillor Walton.

Several members spoke in favour of the proposals, including Councillors Ange Turner, Will Adams, Keith Martin, Aniela Bylinski Gelder, Michael Titherington and Paul Foster. Particular reference was made to supporting residents during a time of high cost of living issues, climate change and supporting communities.

It was proposed by the Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, seconded by the Leader of the Council, Councillor Paul Foster, and subsequently

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Resolved (unanimously)

In accordance with Rule 16.5 in Part 4 of the Constitution, the voting was recorded and the Members of the Council present at the time voted as follows:

For: Councillors Will Adams, Jane Bell (Mayor), Renee Blow, Julie Buttery, Aniela Bylinski Gelder, Colin Coulton, Bill Evans, James Flannery, Paul Foster, Harry Hancock, Mick Higgins, Clare Hunter, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Caroline Moon, Peter Mullineaux, Alan Ogilvie, Colin Sharples, David Shaw, Phil Smith, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman and Carol Wooldridge.

- a) Approve the budget and proposals set out in this report, including the level of Council Tax as set out in the Formal Council Tax Resolution, including Parish Precepts, for 2022/23, at Appendix A;
- b) Note the advice of the Chief Finance Officer in relation to the robustness of the estimates within the overall budget, including the risks contained within it and the adequacy of the proposed level of financial reserves, as set out in the Statutory Report at Appendices B1 – B3;
- c) Approve the council's Medium-Term Financial Strategy (MTFS) at Appendix C;
- d) Note the council's forecast Cumulative Budget Deficit and Budget Strategy 2021-22 to 2024-25 at Appendix D;
- e) Note the analysis of the movement in the 2022/23 Budget from the position approved by Council in February 2021 at Appendix E;
- f) Approve the capital programme for 2021/22 to 2024/25 (Appendices F1, F2 & F3);
- g) Approve the Capital Strategy at Appendix G;
- h) Approve the Treasury Management Strategy at Appendix H and note the advice of the treasury management consultants at Appendix H1;
- i) Approve the council's Pay Policy at Appendix I for publication on the council's website from April 2022;
- j) Note the budget consultation 2022/23 Report at Appendix J;
- k) Note the Assessing the Impact of Budget Proposals 2022/23 Report at Appendix K.

## Formal Council Tax Resolution

1. It be noted that on 31<sup>st</sup> January 2022 the Statutory Finance Officer calculated the Council Tax Base 2022/23
  - a) for the whole Council area as 36,584.90 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
  - b) for dwellings in those parts of its area to which a Parish precept relates (as in the attached Appendix B).
2. Calculate that the Council Tax requirement for the Council's own purposes for 2022/23 (excluding Parish precepts) is £8,167,356
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 31 to 36 of the Act:

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- a) £49,451,466 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - b) £40,815,600 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - c) £8,635,866 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
  - d) £236.05 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - e) £468,510 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as in the attached Table 1).
  - f) £223.24 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.
  5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings.

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## VALUATION BANDS

### SOUTH RIBBLE BOROUGH COUNCIL

A	B	C	D	E	F	G	H
148.83	173.63	198.44	<b>223.24</b>	272.85	322.46	372.07	446.48

### LANCASHIRE COUNTY COUNCIL

A	B	C	D	E	F	G	H
1,009.53	1,177.78	1,346.04	<b>1,514.29</b>	1,850.80	2,187.31	2,523.82	3,028.58

### POLICE & CRIME COMMISSIONER FOR LANCASHIRE

A	B	C	D	E	F	G	H
157.63	183.91	210.18	<b>236.45</b>	288.99	341.54	394.08	472.90

**LANCASHIRE COMBINED FIRE AUTHORITY-** At time of writing this report figure are as proposed and will be confirmed at authorities meeting on 21st February 2022

A	B	C	D	E	F	G	H
51.51	60.10	68.68	<b>77.27</b>	94.44	111.61	128.78	154.54

### AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
1,367.50	1,595.42	1,823.33	<b>2,051.25</b>	2,507.08	2,962.92	3,418.75	4,102.50

6. That the Statutory Finance Officer and his officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.
7. South Ribble Borough Council's basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

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## EXPLANATION OF COUNCIL TAX SETTING RESOLUTION

### RESOLUTION 1

(a) Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2022/23 we estimate that a £1.00 Council Tax at Band D would raise £36,584.90 in the borough.

(b) This shows the “base” figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Farington would raise £2,084.97.

### RESOLUTION 2

This shows the Council’s net spending for 2022/23 excluding the cost of Parish precepts.

### RESOLUTION 3

(a) This is the grand total of money which the Council estimates it will spend on all services in 2022/23. It also includes the amount the Parish Councils need to run their services.

(b) This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes Central Government and business rates, car park charges, investment income, government grants in respect of benefits, etc.

(c) This is the difference between 2(a) and 2(b) and is in effect the Council’s and Parishes net spending on services.

(d) The difference between 2(a) and 2(b) is the amount we need to charge Council Taxpayers. This is divided by the base in 1(a) to give the average Band D Council Tax for all Borough and Parish services.

(e) The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area.

(f) This is the Band D Council Tax for South Ribble Borough Council’s own services, i.e. excluding Parish Council spending.

### RESOLUTION 4

Lancashire County Council, Lancashire Fire Authority and the Police & Crime Commissioner for Lancashire are separate bodies who have worked out their own estimates of spending and income for 2022/23 and have set taxes in a similar way to South Ribble Borough Council. This resolution notes their decisions.

### RESOLUTION 5

This pulls together the Council Taxes for South Ribble Borough Council, Lancashire County Council, the Police & Crime Commissioner for Lancashire and Lancashire Fire Authority. For example, the aggregate amount for Band D is £2,051.25 made

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up as follows:

	£
South Ribble Borough Council	223.24
Lancashire County Council	1,514.2
Lancashire Police Authority	9
Lancashire Fire Authority	
	236.45
	77.27

The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	6/9 ths of Band D
Band B	7/9 ths of Band D
Band C	8/9 ths of Band D
Band D	9/9 ths of Band D
Band E	11/9 ths of Band D
Band F	13/9 ths of Band D
Band G	15/9 ths of Band D
Band H	18/9 ths of Band D

The aggregate charge for Band A, for example, is  $\text{£}2,051.25 \times 6 \div 9 = \text{£}1,367.50$

## RESOLUTION 6

Formally authorise the necessary staff to take legal action to collect arrears as and when this is necessary. ***For the vast majority of taxpayers, this is not needed***

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Table 1

Council Tax Schedule	Bands							
	A	B	C	D	E	F	G	H
<b>2022/23</b>								
South Ribble Borough Council	£148.83	£173.63	£198.44	£223.24	£272.85	£322.46	£372.07	£446.48
Lancashire County Council	£1,009.53	£1,177.78	£1,346.04	£1,514.29	£1,850.80	£2,187.31	£2,523.82	£3,028.58
Lancashire Police Authority	£157.63	£183.91	£210.18	£236.45	£288.99	£341.54	£394.08	£472.90
Lancashire Combined Fire Authority	£51.51	£60.10	£68.68	£77.27	£94.44	£111.61	£128.78	£154.54
<b>Total Unparished Areas</b>	<b>£1,367.50</b>	<b>£1,595.42</b>	<b>£1,823.34</b>	<b>£2,051.25</b>	<b>£2,507.08</b>	<b>£2,962.92</b>	<b>£3,418.75</b>	<b>£4,102.50</b>
Farington	£22.48	£26.23	£29.97	£33.72	£41.21	£48.71	£56.20	£67.44
Farington and South Ribble BC	£171.31	£199.86	£228.41	£256.96	£314.06	£371.17	£428.27	£513.92
<b>Farington Total</b>	<b>£1,389.98</b>	<b>£1,621.65</b>	<b>£1,853.31</b>	<b>£2,084.97</b>	<b>£2,548.29</b>	<b>£3,011.63</b>	<b>£3,474.95</b>	<b>£4,169.94</b>
Hutton	£16.99	£19.83	£22.66	£25.49	£31.15	£36.82	£42.48	£50.98
Hutton and South Ribble BC	£165.82	£193.46	£221.10	£248.73	£304.00	£359.28	£414.55	£497.46
<b>Hutton Total</b>	<b>£1,384.49</b>	<b>£1,615.25</b>	<b>£1,846.00</b>	<b>£2,076.74</b>	<b>£2,538.23</b>	<b>£2,999.74</b>	<b>£3,461.23</b>	<b>£4,153.48</b>
Little Hoole	£18.51	£21.60	£24.68	£27.77	£33.94	£40.11	£46.28	£55.54
Little Hoole and South Ribble BC	£167.34	£195.23	£223.12	£251.01	£306.79	£362.57	£418.35	£502.02
<b>Little Hoole Total</b>	<b>£1,386.01</b>	<b>£1,617.02</b>	<b>£1,848.02</b>	<b>£2,079.02</b>	<b>£2,541.02</b>	<b>£3,003.03</b>	<b>£3,465.03</b>	<b>£4,158.04</b>
Longton	£24.49	£28.57	£32.65	£36.73	£44.89	£53.05	£61.22	£73.46
Longton and South Ribble BC	£173.32	£202.20	£231.09	£259.97	£317.74	£375.51	£433.29	£519.94
<b>Longton Total</b>	<b>£1,391.99</b>	<b>£1,623.99</b>	<b>£1,855.99</b>	<b>£2,087.98</b>	<b>£2,551.97</b>	<b>£3,015.97</b>	<b>£3,479.97</b>	<b>£4,175.96</b>
Much Hoole	£16.81	£19.61	£22.41	£25.21	£30.81	£36.41	£42.02	£50.42
Much Hoole and South Ribble BC	£165.64	£193.24	£220.85	£248.45	£303.66	£358.87	£414.09	£496.90
<b>Much Hoole Total</b>	<b>£1,384.31</b>	<b>£1,615.03</b>	<b>£1,845.75</b>	<b>£2,076.46</b>	<b>£2,537.89</b>	<b>£2,999.33</b>	<b>£3,460.77</b>	<b>£4,152.92</b>
Penwortham	£16.72	£19.51	£22.29	£25.08	£30.65	£36.23	£41.80	£50.16
Penwortham and South Ribble BC	£165.55	£193.14	£220.73	£248.32	£303.50	£358.69	£413.87	£496.64
<b>Penwortham Total</b>	<b>£1,384.22</b>	<b>£1,614.93</b>	<b>£1,845.63</b>	<b>£2,076.33</b>	<b>£2,537.73</b>	<b>£2,999.15</b>	<b>£3,460.55</b>	<b>£4,152.66</b>
Samlesbury and Cuerdale	£10.84	£12.65	£14.45	£16.26	£19.87	£23.49	£27.10	£32.52
Samlesbury and Cuerdale and South Rib	£159.67	£186.28	£212.89	£239.50	£292.72	£345.95	£399.17	£479.00
<b>Samlesbury and Cuerdale Total</b>	<b>£1,378.34</b>	<b>£1,608.07</b>	<b>£1,837.79</b>	<b>£2,067.51</b>	<b>£2,526.95</b>	<b>£2,986.41</b>	<b>£3,445.85</b>	<b>£4,135.02</b>



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## Parish Precepts

Parish/Town Council	2021/22			2022/23			
	Precept £	Tax Base Band D Equivalent Properties	Council Tax Band D Equivalent £	Precept £	Tax Base Band D Equivalent Properties	Council Tax Band D Equivalent £	Council Tax Increase £
Farington	86,500	2,487.9	34.77	88,870	2,635.2	33.72	-1.04
Hutton	24,500	962.6	25.45	24,500	961.1	25.49	0.04
Little Hoole	22,500	818.5	27.49	22,500	810.2	27.77	0.28
Longton	116,000	3,122.5	37.15	116,000	3,157.9	36.73	-0.42
Much Hoole	30,097	726.3	41.44	18,450	731.9	25.21	-16.23
Penwortham	190,000	7,566.9	25.11	190,000	7,576.1	25.08	-0.03
Samlesbury & Cuerdale	8,190	499.4	16.40	8,190	503.8	16.26	-0.14
Unparished areas		20,035.3			20,208.7		
<b>Total</b>	<b>477,787</b>	<b>36,219.4</b>		<b>468,510</b>	<b>36,584.9</b>		

### 111 Recruitment of Chief Executive

The Leader of the Council, Councillor Paul Foster, presented the report of the Chief Executive which set out proposals for the recruitment of a new Chief Executive.

The decision was necessary to ensure continuity of delivery of the role Chief Executive/Head of Paid Service.

As a shared post, the Shared Services Appointment Panel would be responsible for undertaking the recruitment and making a recommendation to the full council meetings for an appointment. It was intended that in the first instance that the post would be advertised internally with external recruitment undertaken if an internal appointment was not made. The recruitment process would be supported by an external advisor (such as North West Employers).

Members debated the proposal and expressed differing views, that the post should be advertised internally first, or alternatively, go straight out to the external market at the same time. Councillors Michael Titherington, Karen Walton, Phil Smith, Michael Green, David Shaw, Caleb Tomlinson, Ange Turner and Will Adams spoke during the debate.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently Resolved (by majority 23:9:0)

To approve the proposals for the recruitment for a new Chief Executive.

For: Councillors Will Adams, Renee Blow, Jane Bell (Mayor), Aniela Bylinski Gelder, Bill Evans, James Flannery, Paul Foster, Harry Hancock, Mick Higgins, Clare Hunter, Susan Jones, Chris Lomax, Keith Martin, Colin Sharples, David Shaw, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Kath Unsworth, Ian Watkinson, Paul Wharton-Hardman and Carol Wooldridge

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Against: Councillors Julie Buttery, Colin Coulton, Jim Marsh, Caroline Moon, Peter Mullineaux, Alan Ogilvie, Phil Smith, Karen Walton and Gareth Watson.

## **112 Questions to the Leader of the Council**

There were no questions to the Leader of the Council.

## **113 Questions to Cabinet Members**

There were no questions to Cabinet Members.

## **114 Exclusion of Press and Public**

The Leader of the Council, Councillor Paul Foster proposed, the Cabinet Member (Health and Wellbeing), Councillor Mick Titherington seconded, and subsequently

Resolved (unanimously)

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined by paragraph 3 of Part 1 of schedule 12A to the Local Government Act.

## **115 Leyland Town Deal Business Case Report**

The Cabinet Member Planning, Business Support and Regeneration), Councillor Bill Evans, presented the confidential report of the Director of Commercial.

The report provided an update on the latest position of the Business Cases related to Leyland Town Deal and noted the pressing pre-delivery programme associated for Leyland Town Deal Funding and the required Business Case submissions for the project of 24 March 2022.

Members debated the proposals and noted this was a once in a lifetime opportunity. Complex negotiations were ongoing and thanks was given to the officers involved and the Town Board.

The risk and governance arrangements, acquisition of land, the financing of the different elements were discussed. Regular updates would be provided to members as the Town Deal progresses and individual procurements would be considered by the Executive.

Councillors Paul Foster, David Shaw, Phil Smith, Alan Ogilvie, Caroline Moon, Ange Turner and Michael Titherington contributed to the debate.

It was proposed by the Cabinet Member Planning, Business Support and Regeneration, Councillor Bill Evans, seconded by the Leader of the Council, Councillor Paul Foster, and subsequently

Resolved (unanimously)

1. To approve the funds allocation from the Council to deliver the Leyland Town Deal Scheme as set out at Table 4.
2. To approve a further budget of £32,104,973 to deliver the Leyland Town Deal scheme to take the total overall budget including grant and match funding to £38,001,937. The breakdown of the funding is detailed in Table 4.

# Agenda Item 3

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3. To acknowledge that whilst the funds allocation does require some borrowing by SRBC to deliver the scheme, it is intended that further future CIL receipts or other funding opportunities would be used to offset any borrowing.
4. To approve a commitment to delivery of the scheme through the submission of the business case.
5. To acknowledge that an update on the funding profile / opportunities and further details on the revenue model will be brought to Members as the scheme progresses.
6. To acknowledge that the scheme put forward has been approved by the town Deal Board and that the public realm works will be phased and delivered last in the programme to identify options for changes in the scope that align with the financial commitment of the Council,
7. To acknowledge that the business case will be approved by the Leader, Section 151 Officer and Town Deal Chair prior to submission.
8. To delegate to the Director of Finance to investigate and action as appropriate options around 'Opting to Tax' on the relevant properties to ensure the Council remains within VAT exemption limits.

Mayor

Date

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# Agenda Item 5

## **Report of Cabinet**

1. Any Cabinet recommendations on the reports that require a decision by full Council appear as separate items on the agenda.

## **General Report of the Cabinet - Meeting held on 23 March 2022**

### **Corporate Strategy Quarterly Monitoring Report - Quarter 3 2021/22**

2. Cabinet considered a report of the Director of Deputy Chief Executive providing Cabinet with a position statement for the Corporate Strategy for quarter three (Oct – Dec) 2021/22.
3. The Cabinet also considered the recommendations of the Scrutiny Budget and Performance Panel held on 21 March 2022.
4. A query was raised in relation to the key performance indicator Number of households in temporary accommodation. It was agreed that Councillor Walton be informed of the length of time families spent in hotels.
5. The report was noted and the recommendations of the Scrutiny Budget and Performance Panel be accepted.

## **Biodiversity Strategy and Environment Act 2021**

6. Cabinet considered a report of Director of Communities requesting agreement to launch a public consultation on a Biodiversity Strategy for South Ribble. The report explained that following the consultation and subject to adoption by Full Council, an Action Plan to achieve the stated objectives identified within the Strategy would be produced.
7. Under the Natural Environment and Rural Communities Act 2006, and recently updated by the Environment Act 2021 public authorities in England are under a legal duty to have due regard to the conservation and enhancement of biodiversity in the exercise of its functions.
8. Public bodies must also determine what action is required to conserve and enhance biodiversity in the exercise of its functions and must determine such policies and objectives as appropriate to achieve this.
9. They must also publish biodiversity reports providing a summary of the action taken and planned and detailing the resulting biodiversity gains achieved.
10. In response to a member query, it was agreed that the inclusion of canals and ditches in the Biodiversity Strategy be incorporated into the public consultation.
11. A query was made in relation to the Big tree Plant project. The report stated that the Council itself does not own enough land and invited residents, schools and landowners to pledge space. The Cabinet Member (Health and Wellbeing) gave assurances that the tree planting was currently on target.

# Agenda Item 5

12. It was also suggested by a member that the Biodiversity Strategy could potentially be adopted as a supporting document for the Council's planning policy.
13. Cabinet agreed that permission be given to launch a public consultation on the formation of a Biodiversity Strategy for South Ribble.

## **Decarbonisation Works**

14. Cabinet considered a report of the Director of Communities requesting authority to spend £5,468,854.00 which included £500,000 partnership funding allocated in the Council's capital programme and a grant received of £4,968,854.0000 from the BEIS Public Sector Decarbonisation Scheme to support the Decarbonisation works at the Council's Leisure Centres, the Civic Centre and the Depot. Previously approved at Full Council on 22<sup>nd</sup> September 2021, the report requested approval to use the UK Leisure Framework direct award framework to complete the works.
15. The report explained that through the work of the Council's climate change task group, the opportunity emerged of attracting significant new investment into six key Council buildings including the four Leisure Centres, the Civic Centre and the Council's Depot, identified as the Big 6.
16. Through a significant bidding process the Council has been successful in attracting a grant of £5,468,854 to South Ribble which includes £500,000 match funding from the Council.
17. The Decarbonisation works planned will significantly reduce the Carbon footprint of the Big six key buildings within South Ribble Borough and will contribute significantly to the Councils net zero carbon emissions target by 2030.
18. As part of the conditions of the PSDS grant there is a need to deliver the improvement works and spend the money within the next 12 months. This is a particularly tight timescale and failure to deliver on the timescales would result in a non-compliance of the grant award conditions and potential result in non-payment of the grant funding.
19. Cabinet therefore agreed:
  1. That Cabinet authorises a spend of £5,468,854.00 which includes a grant of £4,968,854.00 from the BEIS Public Sector Decarbonisation Scheme (PSDS) and £500,000 allocated in the Council's Capital programme.
  2. That Cabinet approves the use of the UK Leisure Framework to complete the Decarbonisation work.

# Agenda Item 5

3. That authority be delegated to the Cabinet Member for Health and Wellbeing to award the contract pursuant to recommendation 4.
4. That a report will come forward to full Council in April 2022 on proposals for a wider investment scheme into the Council's Leisure Centres.

## **Final Report and Recommendations of the Scrutiny Review of Health Inequalities**

20. Cabinet considered a report of the Deputy Chief Executive submitting the final report from the Scrutiny Committee's review of Health Inequalities.
21. The purpose of the report was to ensure that the Council continues to place the health and wellbeing of residents at the forefront of its work and to support the Council's vision for *"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."*
22. It was agreed that Cabinet accepts and supports the recommendations of the Scrutiny Review of Health Inequalities.

## **Holiday and Food Programme Update**

23. Cabinet considered a report of the Director of Communities providing an update on delivery of the 2021 HAF Programme and seeking approval to deliver the 2022 HAF Programme in South Ribble.
24. Funding received for the HAF Programme in 2021 enabled a wide-ranging offer of activities and food for children across the borough. There is a will from leisure services, community groups and providers to continue the scheme. Feedback received from parents and carers echoes this.
25. Delivery of the HAF Programme is directly in line with the Council's corporate priorities. It complements other schemes such as the holiday hunger programme and school uniform bank; supporting families who need a little additional help.
26. In response to concerns expressed at the meeting, it was confirmed that additional resources would be made available as required so that no child in need is turned away.
27. Cabinet therefore agreed:-
  1. To note successful delivery of the 2021 HAF Programme.
  2. To approve delivery proposals for the 2022 HAF Programme.

# Agenda Item 5

3. To delegate authority for allocation of additional resources from the COVID recovery fund to the Cabinet Members, to allow flexibility should additional capacity be required.
4. To authorise officers to lobby for any additional HAF funding which is available.

## Revenue Budget Monitoring Quarter 3

28. Cabinet considered a report of the Director of Finance / Section 151 officer setting out the revenue and reserves forecast for the Council as at 31<sup>st</sup> January 2022.
29. The Cabinet also considered the recommendations of the Scrutiny Budget and Performance Panel held on 21 March 2022.
30. Cabinet agreed the following:

That Cabinet:

1. Notes the forecast position for revenue and reserves as at 31<sup>st</sup> January 2022.
2. Notes the virements to the revenue budget made during the period, as detailed in **Appendix 2** of the report.
3. Approves the creation of reserves from the forecast in-year underspend and the reallocation of existing reserves as follows:
  - Use of in year underspends for:
    - £30k to create a reserve to support communities in celebrating the Queen's Jubilee
    - £200k to create a reserve for business support, advice and grants to support economic recovery
    - £200k to create a reserve targeting fly-tipping and environmental improvements
    - £200k to create a reserve to support the creation of Apprentice, Graduate, and Trainee posts across the council
    - £200 to create a reserve to support the community hub Boost Fund, to support them in making a real impact in the community
    - £200k to create a reserve to provide support for sports clubs & community organisations
4. Approves the remaining forecast underspend of £392k to be allocated to a COVID reserve for future projects.
5. Notes and supports the recommendations of the Scrutiny Budget and Performance Panel.



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31. The report indicated that based on the financial position and latest information as at 31<sup>st</sup> January 2022, there is a forecast underspend against the budget for 2021/22 of £1.422m. Following the allocation to the reserves detailed above, the revised forecast underspend to be moved to general reserves would be nil.
32. The council's Medium-Term Financial Strategy reported that working balances were to be maintained at a minimum of £4.0m due to the general financial risks facing the council. Based on point 3 above, the forecast level of general fund balances as at 31<sup>st</sup> March 2022 is £4.533m.
33. The report ensures the Council's budgetary targets are achieved.

## **Capital Budget Monitoring Report Quarter 3**

34. Cabinet considered a report of the Director of Finance / Section 151 officer outlining the overall financial position of the Council in respect of the capital programme as at 31<sup>st</sup> January 2022, highlighting key issues and explaining key variances, and providing an overview of various elements of the Council's Balance Sheet as at 31<sup>st</sup> January 2022.
35. Cabinet agreed:-
  1. To approve the revised capital programme as attached at **Appendix A** which includes approved amendments to the programme, as detailed at point 11 of the report, since the last Capital Monitoring report was approved by Cabinet in November 2021;
  2. To note the variations to the programme, (which are detailed, by scheme, at **Appendix B** and referenced within the body of the report);
  3. To note the position in the Balance Sheet Monitoring section of the report in respect of cash, investment and loan balances as at 31<sup>st</sup> December 2021, and debtors as at 31<sup>st</sup> January 2022.
  4. To note and support the recommendations of the Scrutiny Budget and Performance Panel.

## **Completion of the Penwortham to Howick Green Links Cycle and Pedestrian route**

36. Cabinet considered a report of the Director of Commercial requesting approval to award the contract for the completion of a section of the cycle and pedestrian route from Penwortham to Howick Green as part of the Green links network.
37. The Green links strategy was adopted by the Council in June 2019 with a 4 year programme to deliver fully accessible cycling and walking networks upgrades across the borough.

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38. Penwortham to Howick – ‘Penwortham Loop’ is a 10km route around Higher Penwortham linking & improving existing routes to create a new accessible leisure route through Priory Park and alongside the River Ribble. The £250K original budget was set in year 1 to upgrade the largely unpaved informal route alongside the Ribble to Howick – with the increase in materials costs experienced over the past two years we now have a budget shortfall.
39. The report indicated that the funding shortfall could be funded from the unallocated green links budget.
40. The recommendation was to fund the shortfall and install a robust path; learning from experiences with the River Lostock, it would be fit for purpose for years to come. This was no doubt the long-term best value option.
41. Other elements of this scheme were improving access from adjacent paths onto the route as well as a full signage and interpretation scheme.
42. The completed route will provide a fantastic new community asset available and accessible to all sections of the local community. From recreational walkers through to serious runners, from families out for a bike ride to cycle groups meeting on a club day the new route will provide opportunities for all.
43. In response to a member query at the meeting, it was confirmed that waste bins collection would be included on the Green links routes.
44. In response to another query, it was agreed that it be confirmed to Councillor Walton if all the land was in the Council’s ownership.
45. Cabinet therefore agreed:-
  1. That the contract for the completion of the cycle and pedestrian route from Penwortham Priory Park to Howick as part of the Green links network be awarded to Wade Group for the sum of £314,415 following a tender exercise carried in accordance with the Council’s contract procedure rules.
  2. The capital budget for the ‘Green Link - Penwortham Holme to Howick’ scheme is increased to £314,415 to match the tender price, with a transfer of £64,415 from the unallocated green links budget.

## **Naming of West Paddock Extra Care Facility**

46. Cabinet considered a report of the Director of Commercial advising of the preferred name for the Extra Care Development at West Paddock.
47. Cabinet agreed the proposed name for the development as “Jubilee Gardens”.

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48. The naming of the development is crucial not just to give the development an identity but also allows a number of other key actions to be undertaken. These include securing a domain name for website registration, street name/address registration, allowing for secondary actions to be undertaken which include orders to be placed for service connections etc.
49. It was proposed that the development is named in recognition of the achievement of Her Majesty the Queen becoming the first monarch to celebrate a platinum Jubilee (70 years of service).
50. The proposal fits in well with the Progress Housing complex directly across the road called Jubilee Court and also ties in well with the Queen's Platinum Jubilee set to take place this year.

## **Moss Side & Birch Avenue Playground Refurbishment Projects**

51. Cabinet considered a report of the Director of Customer and Digital bringing the refurbishment projects for the playgrounds at Moss Side Park, Leyland and Birch Avenue, Penwortham before Cabinet, seeking permission to award the contract for Moss Side to the preferred bidder and requesting that authority to award the contract to the highest scoring bidder for Birch Avenue, when identified, be delegated to the Cabinet Member (Finance, Property and Assets).
52. Cabinet approved the following:-
  - i. To award the contract for the works at Moss Side, Leyland to Bidder 2 in Table 1, Appendix 1 at a cost of £175k.
  - ii. That authority to award the contract to the highest scoring bidder (yet to be identified) for Birch Avenue Playground be delegated to the Cabinet Member for Finance, Property & Assets in consultation with the Director of Customer and Digital
53. The current capital programme includes a number of play areas identified for improvement. Moss Side Playground has an approved total budget of £175,000 and bids have been invited on a design and build basis, meaning all tender prices are fixed at £175k.
54. Birch Avenue Playground had a budget of £75,000 included in the approved capital programme with an uplift of £70,000 to a total of £145,000 approved by Council at the meeting on 26 January 2022. Tender returns were due back on 21 March 2022 with a three week period needed for evaluation of the bids and analysis of the social value element by the Social Value Portal.
55. The £145,000 budget requires that the contract award be authorised by Cabinet, however, a preferred bidder will not be identified before the start of April 2022. The next Cabinet meeting after this date was scheduled for 20 June

# Agenda Item 5

2022 and therefore it was requested that the award decision be delegated as described to allow an earlier award and start of works on site.

## **Extra Care (West Paddock) - Stage 4 Approval**

56. Cabinet considered a report of the Director of Commercial to establish and identify the reasons for progressing the Extra Care scheme at West Paddock to RIBA Stage 4.

57. Cabinet agreed:-

1. To approve the request to progress the scheme to RIBA Stage 4.

2. To approve the request to incur additional expenditure of £500,000 from the approved capital budget of £10,000,000, (making a total approved expenditure of £700,000) to cover the Stage 3 and Stage 4 design fees.

58. This decision ensures the project can maintain progress as per the programme and that expenditure can be allocated against the approved capital budget on scheme.

59. It allows early contractor involvement in the scheme to provide support of construction efficiencies and ensures that costs for delivery of the scheme are agreed at the earliest opportunity to reduce the risk to the council against potential cost increases in materials and labour.

## **Leyland Town Deal – Acquisitions and Leases**

60. Cabinet considered a report of Director of Commercial and the Director of Planning and Development regarding the Council's freehold interest in relation to a number of plots.

61. Cabinet agreed:-

1. To acknowledge the previous approval of South Ribble Borough Council's (the Council's) freehold interests in the 4 plots identified in the report of the Record of Executive Member Decision Taken Under the Scheme of Delegation.

2. To approve the proposed terms in the plots specified in paragraphs 5 and 6 of the report.

3. To delegate any amendments to both Heads of Terms to the Director of Commercial Services, in conjunction with the Leader of the Council.

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62. The report requested approval to the Heads of Terms to subsequently lease on obtaining the plot specified. The unit was currently occupied and the Council was seeking suitable alternative smaller premises for the Tenant to relocate to.
63. Not agreeing the Heads of Terms and entering in to a lease as specified in the report would cause further delay to the acquisition of the 4 plots.
64. An option of submitting this report to a later Cabinet would not be feasible as this would not align with the pressing programme associated with Leyland Town Deal and the funding criteria requirements.

Councillor Paul Foster  
Leader Of The Council

CG

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Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council  Scrutiny Committee	Wednesday, 20 April 2022  Tuesday, 17 March 2022

Is this report confidential?	No
Is this decision key?	No

## Urgent Decisions

### Purpose of the Report

1. This report informs Council of a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since they were last reported to Council 23 February 2022.

2. These urgent decisions include:-

'key' decisions taken by the Executive (i.e. Cabinet or Individual Executive Members) as defined in the Cabinet Forward Plan / Notice of Executive Decisions, including decisions which contain confidential or exempt information;

urgent reports taken to Cabinet;

urgent decisions taken outside the budget and policy framework;

and urgent decisions for which the Mayor agreed to waive scrutiny call-in; and

urgent decisions taken under Section 35 of the Council's Constitution.

For clarification, **these do not relate to urgent decisions arising from the COVID pandemic.**

### Recommendations to Scrutiny Committee

3. Scrutiny Committee is asked to note the report; and
4. To review the process to agree the urgent decisions and to waive the scrutiny call-in.

# Agenda Item 7

## Recommendations to Council

5. Council is asked to note the report.

## Reasons for recommendations

7. This report informs Council and the Scrutiny Committee of the following decisions which have been taken under urgency procedures:-

### Part 4C – Access to Agenda and Report Before a Meeting

- **5.5** The Council will always endeavour to publish reports at least three working days before the meeting. Lesser notice than this may only be given if the Mayor decides that there are highly exceptional circumstances.

### Part 4C - Reports on Special Urgency Decisions to Council & General Exceptions

- **19.1** The Leader must submit a report to the next available Council meeting setting out the details of any executive decision taken as a matter of special urgency under the procedure set out in Rule 18 (Key Decision - Special Urgency).
- **19.2** The Cabinet must prepare a report to the next available Council meeting setting out the details of any executive decision taken without giving 28 days' notice under the procedure set out in Rule 17 (Key Decision – General Exception).

### Part 4D – Urgent Decisions outside the Budget or Policy Framework

- **4 (a)** The Cabinet, a committee of the Cabinet, an individual member of the Cabinet or officers, a Community Hubs chairman or joint arrangements discharging executive functions may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency. However, the decision may only be taken: i) if it is not practical to convene a quorate meeting of the full Council; and ii) if the chairman of the Scrutiny Committee agrees that the decision is a matter of urgency.

### Part 4F – Scrutiny Procedure Rules - Call In and Urgency

- **11.14.** All decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. The next available meeting of the Scrutiny Committee will review the process for agreeing the urgent decision and make appropriate recommendations.

## Other options considered and rejected

8. None, for the reasons given above.

## Corporate priorities

9. The report relates to the following corporate priorities: (please bold all those applicable):

<b>An exemplary council</b>	Thriving communities
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# Agenda Item 7

A fair local economy that works for everyone	Good homes, green spaces, healthy places
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## Background to the report

10. Following the meeting of Council 23 February 2022, the following decisions were taken under the Council's urgency procedures, as detailed below.

## Details of urgent decisions taken in accordance with the Constitution

11. The Council will always endeavour to publish reports at least three working days before a meeting. Lesser notice than this may only be given if the Mayor decides that there are highly exceptional circumstances under paragraph 5.5. of Part C of the Council Constitution.
12. Key decisions *for which it was not possible to give 28 days' notice on the Cabinet Forward Plan but published at least 5 workings days before the decision is taken* fall under Council Procedure Rule 17 – Key Decision – General Exception in Part 4C of the Council's Constitution, which requires the Chair of the Scrutiny Committee to be informed of the reasons for the urgency.
13. Key decisions *published less than 5 working days before the decision was taken* fall under Council Procedure Rule 18 - Key Decision – Special Urgency in Part 4C of the Council's Constitution, where the decision may only be made where agreement has been obtained from the Chair of the Scrutiny Committee.
14. Any urgent decision to waive scrutiny call-in must be agreed by the Mayor in accordance with paragraph 11.14 of Part 4F of the Constitution. A decision will be considered urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
15. An individual member of the Cabinet may take a decision which is contrary to the Council's policy framework or contrary to or not wholly in accordance with the budget approved by full Council if the decision is a matter of urgency and agreed by the Chair of the Scrutiny Committee in accordance with paragraph 4a) of Part 4D the Budget and Policy Framework Procedure Rules.

Decision	Date and Decision Maker	Reasons for urgency
<b>Public Sector Decarbonisation Scheme, Phase 3 grant offer</b>  <b>General Exception Procedure</b>	<b>Deputy Leader and Cabinet Member (Health and Wellbeing)</b>  <b>24 February 2022</b>	The use of the framework agreement would usually be a Cabinet decision, however the next meeting was not until 23 March 2022. This would reduce the time to appoint a contractor and deliver the project by a further month. Considering the lead in times for ordering the equipment, increasing costs and obtaining DNO (electrical connection) authorisation this delay is likely to result in a failure to

# Agenda Item 7

		complete the project within the appointed timescales; potentially resulting in the Council having to repay any grant funding or at a minimum prejudicing any future grant applications.
<p><b>Changes to Licensing &amp; Public Safety Committee and other Member Appointments</b></p> <p><b>Urgent decision taken under Section 35 of the Council's Constitution</b></p>	<p><b>Chief Executive in consultation with Leader of the Council</b></p> <p><b>21 March 2022</b></p>	<p>To make changes to the membership of the Licensing and Public Safety Committee and other Member appointments following the sad passing of Councillor Bill Evans.</p>
<p><b>Extra Care - West Paddock (Stage 4 approval)</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet</b></p> <p><b>23 March 2022</b></p>	<p>The decision was required to meet the tight delivery programme on the Extra Care Scheme at West Paddock and ensure the project is able to maintain progress. The project currently had approval in place to progress up to Stage 3 however further actions were dependent on the progression approval to Stage 4 which included the appointment of the Main Contractor and novation of the design team.</p>
<p><b>Mutual Agreement</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Leader and Cabinet Member (Strategy and Reform)</b></p> <p><b>24 March 2022</b></p>	<p>The report contained confidential information and therefore published on the Forward Plan but the decision could not wait 28 days. This was to ensure that employment was terminated by mutual agreement and to protect the Council from risk.</p>
<p><b>Replacement of Yankee Camp Level Crossing, Bamber Bridge</b></p> <p><b>General Exception Procedure</b></p>	<p><b>Cabinet Member (Finance, Property and Assets)</b></p> <p><b>25 March 2022</b></p>	<p>This matter was urgent as Network Rail were seeking to replace a dangerous pedestrian level crossing with a footbridge and needed to start work at the end of the month to enable the works to take place</p>

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		around ongoing rail operations.
<p><b>Practical Support Payments –</b></p> <p><b>1) Food Poverty and</b> <b>2) Wellbeing</b></p> <p><b>Scrutiny Call in waived</b></p>	<p><b>Deputy Leader and Cabinet Member (Health and Wellbeing)</b></p> <p><b>28 March 2022</b></p>	<p>In accordance with paragraph 11.14 of Part F of the Constitution the Mayor agreed to waive scrutiny call in for the following reasons:-</p> <p>This funding must be spent by the deadline of 31 March 2022 otherwise it must be returned to the Government. The purpose of the funding is reducing vulnerability and supporting COVID recovery and if the money was to be returned it would not be in the interests of the residents of South Ribble.</p>
<p><b>Practical Support Payments –</b></p> <p><b>1) Community (Welfare Essentials)</b> <b>2) Community (Resocialisation)</b></p> <p><b>Scrutiny call in waived</b></p>	<p><b>Cabinet Member (Communities, Social Justice and Wealth Building)</b></p> <p><b>25 March 2022</b></p>	<p>In accordance with paragraph 11.14 of Part F of the Constitution the Mayor agreed to waive scrutiny call in for the following reasons</p> <p>This funding must be spent by the deadline of 31 March 2022 otherwise it must be returned to the Government. The purpose of the funding is reducing vulnerability and supporting COVID recovery and if the money was to be returned it would not be in the interests of the residents of South Ribble.</p>

## Climate change and air quality

16. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

17. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

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## Risk

18. None.

## Comments of the Statutory Finance Officer

19. The Chief Finance Officer (s151) comments have been included on all the urgent decisions referenced in this report.

## Comments of the Monitoring Officer

20. It is considered that the Council's Constitution has been followed in this regard. Monitoring Officer comments were included on all of the decisions. This report is just for information.

## Background documents

Council Constitution

[Modern.gov link to Decisions page](#)

## Appendices

None.

Report Author:	Email:	Telephone:	Date:
Clare Gornall (Democratic and Member Services Officer)	clare.gornall@southribble.gov.uk		29 March 2022

# Agenda Item 8

## Report of Scrutiny Committee

1. This report summarises the business considered at the meetings of the Scrutiny Committee held on 17 March 2022 and the Scrutiny Budget and Performance Panel held on 21 March 2022.

### Scrutiny Committee – 17 March 2022

#### Shared Services Update

2. The Leader of the Council and the Deputy Chief Executive attended the meeting to present an update on the shared services arrangements with Chorley Council.
3. We welcomed the achievement, progress and improvements made as a result of Shared Services but queried if the Council would consider sharing services with other authorities than Chorley where applicable. In response, the Leader confirmed that the administration would be open to this.
4. We queried how the different cultures of each authority are recognised and maintained and the sovereignty and individual priorities of each authority were emphasised.
5. We were keen to note any challenges experienced through shared services and what lessons had been learnt. Challenges in the reorganisation of the Council's IT and Gateway services were acknowledged and lessons around communication to and with staff were recognised.
6. We asked that the individual examples of issues concerning ICT systems be investigated further but felt reassured that the Council is aware of the issues with the Customer Services and ICT review and that steps are being taken to resolve these.
7. We asked what measures were being taken to improve these services and it was explained that an additional £1.2 million had been allocated to improve IT hardware and that extra resourcing within Gateway had recently improved the call waiting time to an average of 1 minute.
8. We suggested undertaking joint scrutiny of shared services with Chorley Council's Scrutiny Committee, which the Leader supported.
9. Whilst we welcomed confirmation that a review of management capacity was underway, we queried capacity at other levels and assurances were provided that this is constantly monitored through business planning, monthly Directorate Management Teams (DMT) meetings and weekly Senior Management Team meetings.
10. We questioned which services were earmarked for the next phase of shared services, to which the Leader and Deputy Chief Executive confirmed that no decision had been made on this yet.
11. We noted that all risks within the Shared Services Risk Register were marked as either amber or green and queried whether this was realistic given the significance of the programme. In response, we were advised that the Risk Register reflected the view of the Council's Risk team and that amber represented a medium-level risk.
12. We thanked the Leader of the Council and the Deputy Chief Executive for their report and attendance.

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## **Urgent Decisions**

13. We received a report of the Director of Governance and Monitoring Officer which outlined a number of urgent decisions taken since 7 January 2022 in accordance with the urgency procedures outlined within the Council's Constitution.
14. We noted that 6 urgent decisions had been submitted during this period.
15. We queried why 3 decisions on Mutual Agreements had been taken under the General Exception Procedure and it was explained that this was due to the confidential nature and personal information contained within the report, but assurances were provided that such process is lawful and is discussed with union representatives.
16. We reiterated concerns made previously over the number of urgent decisions taken and requested information on the use of urgent decisions at other authorities.

## **Scrutiny Budget and Performance Panel – 21 March 2022**

### **Corporate Strategy Quarterly Monitoring Report – Quarter 3**

17. The Leader of the Council and the Chief Executive presented a report which outlined the Council's performance against the delivery of the Corporate Strategy projects and objectives during Quarter 3 (October-December 2021).
18. We noted that overall performance of the projects and Key Performance Indicators (KPIs) was good.
19. The report referred to a digitisation review within the Planning department and we queried whether this had already been done with the Planning Portal system. It was clarified, in response, that the digitisation review would incorporate a different software to the Planning Portal to enable tracking and management of applications.
20. We also raised issues around being unable to access the Planning Portal to view and make representations on planning applications and asked that an update be provided on the technical issues outside of the meeting.
21. We noted that the delivery of the joint digital strategy was identified as amber/delayed queried if this should be marked instead as red or off-track. It was explained that the rating of project performance is the judgement of officers and that fundamental changes in resourcing and progress would be reported in the next quarter, which we looked forward to.
22. We also requested that further ICT training be made available to Members.
23. We sought clarification on the impact of self-service channels on the number of telephone calls and in-person visits to Gateway. Although the call abandonment rate had recently improved to 4%, more detailed customer service performance data would be included in the next quarterly report, which we welcomed.
24. We noted that many of the projects within the 'Thriving Communities' corporate priority related to young people and queried what support and programmes were available for the

# Agenda Item 8

wider population. We were assured in response that the My Neighbourhood Community Hubs provide a range of support to their wider communities and that this would be identified in a Cabinet update report on the Hubs.

25. We also expressed a desire for future quarterly performance reports to provide examples of successes from across the Borough.
26. Our discussion focused around the Community Wealth Building programme and we queried the tangible benefits of the programme. We were advised that a social value portal for procurement had been established, training delivered to officers and suppliers and that a credit union had opened in Leyland. We felt that clarification was needed that the Council had established a credit union branch in Leyland and asked that the report be updated to reflect this.
27. We also requested that further consideration be given to communicating the roles of the county council and district council and the service they provide to ensure clarity amongst residents.
28. We commended the Council's efforts in bringing the management of leisure centres in-house and in forming the leisure company.
29. We thanked the Leader and Chief Executive for their report and attendance.

## **Revenue and Capital Budget Monitoring Quarter 3**

30. The Cabinet Member for Finance, Property and Assets and the Chief Executive presented a report which provided an update on the Council's revenues and reserves forecast as at 31 January 2022.
31. We queried if the Council had the capacity and resources to deliver the activities allocated for in the reserve accounts and some issues with capacity were acknowledged but the Corporate Strategy was felt to be realistic.
32. We welcomed assurances that agency staff were being recruited and some employees redeployed to minimise impact on services where there were significant underspends, such as IT, Customer Services, Revenues and Benefits and Neighbourhoods.
33. We thanked the Cabinet Member for Finance, Property and Assets and the Chief Executive for their report and attendance.

## **Capital Budget Monitoring Report Quarter 3**

34. The Cabinet Member for Finance, Property and Assets and the Chief Executive presented a report which outlined the overall financial position of the Council in respect of the capital programme as at 31 January 2022.
35. We queried the Cabinet Member's confidence in the delivery of the capital programme and were advised that they remained very confident in the council's current ability to deliver projects.
36. We also asked why the parks and playgrounds budget had been reprofiled and the delivery delayed to next year and it was explained that this was due to a variety of reasons, including consultation feedback.

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37. We thanked the Cabinet Member and the Chief Executive for their attendance and report.

## **Recommendation(s)**

That Council note the report.

Councillor David Howarth  
Chair of Scrutiny Committee

CL



# Agenda Item 9

## **Report of Governance Committee**

I am pleased to present the general report of the Governance Committee summarizing the business which was considered on 29 March 2022.

Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed.

## **Audit Report Update**

1. The committee considered a report of the Service Lead (Audit and Risk) which provided an update on the progress of the outstanding agreed actions from the review of Facilities and Building Management (Civic Centre) report. We also received an update on a review of statutory compliance with Health and Safety legislation for all other council buildings (excluding commercial properties).
2. The review of all other council buildings had now been completed, with all findings detailed within the report. Officers had focused on how a re-occurrence could be prevented and it was acknowledged by the Director of Commercial that record management needed improving. Current records were being rationalised and strengthened, and in addition the Health and Safety Team Leader was now holding monthly meetings with the directorate to ensure that inspections were being undertaken and following up on any actions in a timely manner.
3. We noted that two outstanding actions had been completed from the Facilities and Building Management (Civic Centre) audit and two actions remained. Of the remaining actions, one would be completed by Friday 1 April following the training of additional fire wardens and the final action on improving record management with a dedicated ICT system would be completed in September. With the procurement of a dedicated ICT system, however compensating controls were being put in place until the system is fully operational.
4. We asked if all regular testing was now up to date and compliant with the building's insurance terms. In response, the Service Lead (Audit and Risk) advised that any gaps in statutory compliance would have been identified and assurance would be provided outside of the meeting.

## **Internal Audit Plan April to September 2022**

5. We considered a report of the Service Lead (Audit and Risk) which set out the programme of work to be undertaken by the service. The report also sought our approval of the Audit Plan and Internal Audit Charter.
6. The Service Lead (Audit and Risk) advised that the plan would ordinarily be an annual report, however it had become apparent over the past two years that the council has to adapt and change quickly. The new approach had been discussed and approved at Senior Management Team and would not have any impact on the assurance that the committee would receive.

# Agenda Item 9

7. We were advised that Internal Audit would continue to produce interim reports and the annual auditor's opinion in May would cover all completed work over the last twelve months.
8. We asked many questions on resource, the reasoning behind changing the frequency of the plan and South Ribble Leisure.

## **Auditor's Annual Report**

9. The committee considered a report of the External Auditor's which provided an assessment of the Council's value for money arrangements and opinion on the financial statement.
10. The External Auditor advised members that the report was retrospective and explained that in the previous report 2 statutory recommendations had been issued to the authority, however these had not been renewed. The External Auditors were satisfied the Council had made sufficient progress in those areas.
11. The External Auditors had identified some weaknesses in some of the Governance arrangements but reminded members the report was retrospective and was looking at 2021. The council had undertaken a lot of work in order to make improvements with just a couple of areas left to bring arrangements up to expected requirements. Two recommendations for improvement were issued for financial sustainability; refining formal reporting to members on sensitivity analysis and scenario planning and providing a clear distinction between controllable and non-controllable spending in the budgetary information to members.
12. Members asked if the waiver process had been amended in line with the External Auditor's recommendation, the Director of Governance explained that one recommendation had been implemented already with the waiver process amended. A waiver form had been introduced and amendments had been made, a new contract management system had also been implemented.

## **Local Code of Corporate Governance**

13. The Director of Governance presented a report which sought to update members on the outcome of a review of the Local Code of Corporate Governance and sought approval of the code.
14. The Director of Governance explained the Council had adopted a local code for a number of years as it was best practice, although not required by statute. The code is reviewed each year in accordance with CIPFA guidance and members were asked to consider the revised document.

# Agenda Item 9

15. The Local Code of Corporate Governance was substantially the same as the previous version, however the appendix had now been moved into the body of the document for presentational reasons.

I would like to recommend that Council note the report.

Councillor Ian Watkinson  
Chair of the Governance Committee

CA

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Report of	Meeting	Date
Director of Communities (Introduced by Cabinet Member (Finance, Property and Assets) Cabinet Member (Deputy Leader, Health and Wellbeing)	Council	Wednesday, 20 April 2022

Is this report confidential?	No
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Is this decision key?	Not applicable
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## Investment in Council's Leisure Centres

### Purpose of the Report

1. This report is about taking forward the ambitions of the Council's Leisure Facilities Strategy with particular regard to developing local Leisure facilities accessible to communities. The Council's Leisure Facilities Strategy adopted by the Council's Cabinet in 2020 detailed the concept of Leisure Local with particular regard to developing local Leisure facilities accessible to communities. This included developing pathways into a more active lifestyles working closely with local sports clubs, schools, and community groups.
2. The report will set out an ambitious and exciting first phase investment plan for local Leisure Facilities in South Ribble as part of its Leisure local approach which focuses on improving the ability of local communities to access high quality local Leisure Facilities in their part of the Borough.
3. The report will also bring forward investment proposals for work to be undertaken at the Council's own Leisure Centres to complement the Decarbonisation work about to start, alongside a proposed Leisure Local investment at Lostock Hall Academy and Community Centre at Gregson Lane.
4. The report will also recommend to Council that the option of a new build Leisure Centre is no longer pursued and that elements of the funding currently earmarked for a new Leisure Centre will be earmarked for investment in the Council's existing Leisure Centres and other local Leisure Facilities in the area which promote Leisure Local and improve Community access to Leisure and community facilities.

# Agenda Item 11

5. Finally, this report will seek approval for a procurement strategy for delivering the first phase of investment into the Council's existing Leisure Centres to ensure the decarbonisation work is delivered within the agreed 12 months.

## **Recommendations to Council**

6. That Council approves the proposed scope of works identified in the report for a first phase investment into the Council's Leisure Centres as set out below in paragraph 43 which will complement the Decarbonisation work already approved for the Leisure Centres.
7. That Council approves that a sum of £775k is reallocated from the existing capital budget for a new Leisure Centre (total £19m) to complete the proposed work on the Leisure Centres to complement the Decarbonisation work. This will take the total capital works proposed on existing leisure centres (including work already underway) to £2.875m.
8. That Council notes the intended use of the UK Leisure Framework to procure the proposed first phase investments into the Leisure Centres to combine the work with the Decarbonisation programme approved by Council and Cabinet.
9. That Council notes the decision to award the finalised contract to the UK Leisure Framework for the Leisure Centre first phase investment programme will be taken by the Executive Member for Finance Property and Assets and Executive Member (Deputy Leader) for Health and Well-being in consultation with the Director of Communities. This will align the contract with the delegation given to that executive member in relation to the decarbonisation works.
10. That Council approves a new Capital budget to provide a grant of £200,000 to Lostock Hall Academy, and approves a loan of £100,000 in line with the financial terms outlined below in paragraph 70. The total contribution of £300k will be used for the development of a new Community Leisure Facility on the Academy site representing a new Leisure Local partnership between the School and South Ribble Borough Council.
11. That Council approves a new capital budget of £300k as per paragraph 73 to allow a grant to be provided to the charity Gregson Green, towards the replacement of Gregson Lane Community Centre.
12. That Council delegates responsibility to the Director of Governance to be exercised in consultation with the Deputy Leader (Cabinet Member for Health and Well-being) and Director of Communities, to put in place grant and legal agreements concerning the grants and loan proposed above.
13. To note that a further report will be brought to Council in May 2022 outlining a substantial second phase investment programme into the Council's Leisure Centres (estimated to be circa £6m) and propose a procurement strategy and timetable to deliver the work.

## **Reasons for recommendations**

14. A council decision is required to approve the planned programme and budgets of first phase improvements to the Council's existing Leisure Centres.
15. A Council decision is required to reallocate funding from one Council budget to another.
16. A Council decision is required to approve a grant to an organisation of over £100,000.

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17. The recommendations will align these works with the timetable for the decarbonisation works, seeking to minimise the impact of the works on the operation of the leisure centres. They will also ensure that both the improvement works, and earlier approved decarbonisation works are undertaken in a complimentary and efficient way limiting the need for duplication.

## **Other options considered and rejected**

18. For several years South Ribble Borough Council has considered the building of a new Leisure Centre in the borough. A variety of potential schemes have been investigated and tested working with potential partners. The most recent iteration sought to build a new centre within the Cuerden area. Uncertainty around optimum site location, acquisition costs and inflationary pressures on construction costs have caused the Council to reconsider and explore the option of investment in the existing estate.

## **Executive summary**

19. This report is about taking forward the ambitions of the Council's Leisure Facilities Strategy adopted by the Council's Cabinet in 2020 with particular regard to developing local Leisure facilities accessible to communities. The objectives of Leisure Local include:

- Developing pathways into a more active lifestyle and related activities working closely with local sports clubs, schools, and community groups contributing to the Council's objectives around, Community wealth building, Health and Wellbeing and reducing Health inequalities.
- Collaborating with partners to reach all communities to increase access into Sport and Physical activity through using Leisure and community facilities alongside accessing our Green links network, local parks and the natural environment.
- To work locally in partnership with residents, community groups, education and schools to deliver new sessions, develop volunteers and enhance a broader local use of facilities.

20. The report will highlight the reasons for the investment into the Council's existing Leisure Centres which are directly linked to the Decarbonisation works recently approved by Cabinet and Council. The additional Council investment will enhance the effectiveness of the Decarbonisation work further reducing the Carbon footprint of the Leisure Centres and reducing the energy costs of the building where possible.

21. The report will outline how the capital costs of the refurbishment project can be reallocated from funding set aside for building a new Leisure Centre.

22. The report will also set out a procurement strategy for the first phase investment plans for the Leisure Centres, proposing use of the UK Leisure Framework which is the same framework been used for the Decarbonisation work. This is to allow the tight timescales associated with the Decarbonisation works to be met and avoid the complications having different contractors operating on the same site who have been procured separately.

23. The Finance section of the report models the costs of the first phase of refurbishment of the Leisure Centres. The financial information also models the revenues costs that will need to take account of when the Leisure Centres will need to be closed whilst certain parts of the refurbishment take place. Efforts will be made to minimise any closures and not to close more than one Leisure Centre at any one time.

# Agenda Item 11

24. As part of the Leisure Local approach the report also brings forward an exciting new proposal of developing a new Community focused Leisure Facility to be located at Lostock Hall Academy which will represent a new Leisure Local partnership between the School and the Council and fill a gap in local sports provision for pitches.
25. Finally, again as part of Leisure Local the report also highlights a project to replace the community centre at Gregson Lane through provision of a grant to Gregson Green, the charity which manages it on behalf of the local community. The land on which the Community centre is on is owned by the Council but the Community centre itself is owned by the local people and held in Trust by the Gregson Green Charity.

## Corporate priorities

26. The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Thriving communities</b>
<b>A fair local economy that works for everyone</b>	<b>Good homes, green spaces, healthy places</b>

## Background to the report

27. The Background to this report relates to Cabinet adopting a new Leisure Facilities strategy in 2020. This Strategy attached to the report as Appendix 1 sets out a vision as to how the Council wants to develop Leisure Facilities in borough with particular reference to a concept of Leisure local which focuses on the following:

- Develop pathways into a more active lifestyle and related activities working closely with local sports clubs, schools, and community groups contributing to the Council's objectives around, Community wealth building, Health and Wellbeing and reducing Health inequalities
- Collaborate with partners to reach all communities to increase access into Sport and Physical activity through using Leisure and community facilities alongside accessing our Green links network, local parks and the natural environment.
- To work locally in partnership with residents, community groups and education and schools to deliver new sessions, develop volunteers and enhance a broader local use of the facilities.

## A new Leisure Centre

28. For several years, the Council felt the way forward in terms of facility development was to build a new Leisure Centre in South Ribble.
29. Ideas have ranged from building a single super-sized centre in the middle of the Borough, developing a new Leisure Centre on the West Paddock site, through to working with LCC on a combined Cricket Facility/Leisure Centre. Recently ideas have surfaced around building on Brookhouse or the Cuerden site to the East of Leyland.
30. Financial costings of building a new Leisure Centre was undertaken and there was recognition that in order to build a Leisure Centre some of the existing Leisure Centres would have to be reviewed. This is referred to in the finance section below.



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## A Changing Environment

31. The cost of a new Leisure Centre will be considerable but will vary greatly according to
- Scope of facilities
  - Specification
  - Construction market
  - Decarbonisation and achieving the lowest possible Carbon footprint
- a. A previous project that was proposed for the West Paddock site was costed in the region of £26m to £27m. This project had a wide scope of planned facilities and a high level of specification and finish due to its location. However, the costings for this scheme are already 3 years old and do not consider the following:
- a. A significant rise in construction prices.
  - b. Environmental thinking and the Council's Climate change Commitment i.e. costs would need to be revised to achieve the lowest Carbon footprint of any new build Leisure Centre.
  - c. Any infrastructure and site acquisition costs associated with a different site either at Cuerden or Brookhouse.
  - d. There will shortly be a planning requirement for a 10% net gain in biodiversity for all projects which will add costs and we will have a biodiversity strategy which will set goals this development would need to achieve which will incur additional costs.
32. By way of recent examples, Derby City Council are currently building a new Centre costing in the region of £40m and the new Bramcote Leisure Centre in Nottingham which is estimated to cost £25m with no land purchase, Sports Hall, Cafe or infrastructure costs taken account of.
33. Currently the Council has £19m in the Capital programme towards a new Leisure Centre. This will clearly not be enough to build a new centre and secure a viable site.
34. To have a budget in place large enough to build a new Leisure Centre of any size and substance, it has been shown through previous modelling to be costly in terms of on-going borrowing costs which would need to be met by the Council.

## The Decarbonisation works

35. In addition to a recognition of the rising costs associated with building a new Leisure Centre, an opportunity emerged in Autumn 2021 of attracting significant new investment into the existing Leisure Centres for Decarbonisation work. In January 2022, the Council was awarded a grant of £4.9m to be match funded by the Council with a sum of £500k as agreed by Cabinet and Council.
36. The breakdown of how this funding will be spent is shown in the table below. The planned work is due for completion by the end of February 2023 in line with the conditions of the Decarbonisation grant.

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Bamber Bridge Leisure Centre	Solar PV	£ 55,632.00
Bamber Bridge Leisure Centre	LED - new fitting	£ 42,212.00
Bamber Bridge Leisure Centre	Motors - high efficiency	£ 18,300.00
Bamber Bridge Leisure Centre	Variable speed drives	£ 7,320.00
Bamber Bridge Leisure Centre	Fans - air handling unit	£ 122,000.00
South Ribble Tennis Centre	Solar PV	£ 81,984.00
South Ribble Tennis Centre	LED - new fitting	£ 142,008.00
Penwortham Leisure Centre	Solar PV	£ 43,920.00
Penwortham Leisure Centre	LED - new fitting	£ 53,192.00
Penwortham Leisure Centre	Motors - high efficiency	£ 18,300.00
Moss Side Depot	Fans - air handling unit	£ 122,000.00
Moss Side Depot	Solar PV	£ 102,480.00
Civic Centre	Fans - air handling unit	£ 122,000.00
Leyland Leisure Centre	LED - new fitting	£ 61,732.00
Leyland Leisure Centre	Variable speed drives	£ 4,880.00
Leyland Leisure Centre	Solar PV	£ 89,304.00
Bamber Bridge Leisure Centre	Install ASHP*	£ 1,070,000.00
South Ribble Tennis Centre	Install ASHP	£ 600,000.00
Penwortham Leisure Centre	Install ASHP	£ 800,000.00
Moss Side Depot	Install electric heating	£ 85,000.00
Civic Centre	Install ASHP	£ 525,000.00
Leyland Leisure Centre	Install ASHP	£ 1,100,000.00
		£ 5,267,264.00

\*Air Source Heat Pump

37. The benefits of the Decarbonisation work at the Leisure Centres will be considerable with a significant reducing of the Carbon footprint of the buildings and a saving on the ongoing energy costs e.g. replacing all Boilers with Air Source Heat Pumps will remove the need to use Gas in the buildings. Savings and Carbon reduction modelling is underway as part of the detailed planning of the Decarbonisation work. The estimated carbon saving and financial savings are shown below. Note that these were based on unit prices of 3.8p gas and 14.8p electricity. As prices have increased and are predicted to continue to increase the savings will vary over time:

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Leisure Centre	Carbon Savings (Co2 te)	Cost savings (£/yr)
Leyland Leisure	204.05	£7,847
Bamber Bridge Leisure	210.62	£9,467
SR Tennis Centre	45.12	£29,773
Penwortham Leisure	187.90	£9,195
<b>Total</b>	<b>100,016</b>	<b>£ 56,282</b>

38. The programme of Decarbonisation work was approved by both full Council and Cabinet at its meeting on 23<sup>rd</sup> March 2022 and will commence as soon as possible.

## **Investing in the existing Leisure Centres rather than Building a new Leisure Centre**

39. The attraction of this grant funding and existing commitment to capital spend in the existing estate, has led to an option emerging of investing significantly in the existing Centres to transform the look and the offer they provide to local communities and no longer pursue the option of building a new Leisure Centre in the Borough.
40. The existing Leisure Centres are very well used and suitably located across the Borough, close to the main centres of population and hard to reach communities who can walk or cycle to the Centres. Despite the pandemic, the usage of the centres is good and continuing to rise as we come out of the pandemic. The use of existing Leisure Centres supports the concept of Leisure Local with particular regard to developing local Leisure facilities accessible to communities.
41. There is already an approved budget of £2,100,000 for capital improvements to the existing centres. This includes £500,000 as match funding for the decarbonisation project. This is on top of a current investment of £2.8m taking place at Bamber Bridge Leisure Centre to create a new Playing Pitch hub supported by a £816,000 grant from the Football Foundation.
42. The intention following a decision not to commission a new Leisure facility will be to bring forward the proposition in respect of significant investment and improvement in the Councils current facilities, estimated to be circa £6m. This will be done in May this year but is likely to include:
- Poolside improvements to all changing areas
  - Reconfiguration and remodelling of all reception areas
  - Replacement of windows and provision of external cladding
  - Improvements to dry side facilities
  - Sports hall flooring refurbishment
  - Full external and internal work including landscaping and replacement of existing gym equipment

## **Phase 1 investment in the Council's Leisure Centres**

43. The phase one works proposed for the existing Leisure Centres will focus on work that will support the Decarbonisation to ensure that it is delivered on time. The work will include the following at a total cost of £1.875m:

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Proposed Works	Rationale
Roofing Works to Leyland, Bamber Bridge, Penwortham Leisure Centres and South Ribble Tennis Centre	Condition Survey and to complement Decarbonisation work
BMS & Distribution Board Upgrade at Leyland, Bamber Bridge, Penwortham Leisure Centres and South Ribble Tennis Centre	Upgrade of current infrastructure to complement the Decarbonisation scheme.
Fire Compartmentalisation Works	Planned work following Fire risk assessment and to compliment the Decarbonisation work

## Procurement of the first phase refurbishment Project of the Leisure Centres

44. The recommendations are to use the UK Leisure Framework to deliver the Decarbonisation work due to the very tight timescales involved.
45. Our procurement team have investigated the proposed framework and provide the following information. The UK Leisure framework has been advertised and procured in accordance with the Public Contracts Regulations 2015 by Denbighshire Leisure Ltd (DLL). The framework is a single supplier Framework and the appointed provider is Alliance Leisure (ALS). The framework includes a 2-stage process. Stage 1 is the completion of a Project Questionnaire (PQ) supported by Alliance Leisure, for subsequent approval on to the framework by DLL. There is no charge to the Council at this stage.
46. Once the PQ is accepted, an Access Agreement is then entered into between ALS and the council to progress the project to a cost gateway position of "Cost Certainty". The framework documentation explains that the approach of working in partnership with the council and ALS identified industry experienced architects and building Contractors, introduces 'buildability' and programming advice from the outset, whilst also encouraging the principles of open book value engineering during design development to ensure the proposed final design falls within the available budget. There will be an agreed fee between ALS and the council to reach this stage.
47. Once the agreed scheme has the required approvals from the council-side, ALS will then enter a call off Delivery Management Agreement (DMA) with the council to deliver the project. ALS will then enter the building contract directly with the building contractor and individual arrangements with identified specialist suppliers as required. It then becomes ALS responsibility to project manage and deliver the scheme on the council's behalf.
48. The key supply chain members (Main Contractor and Project Architect) would be appointed by agreement, or through a mini competition, from a selected list drawn from the approved Framework supply chain and agreed in conjunction with the client. Use of a mini-competition process for the supply chain at this stage builds in a competitive process to demonstrate best value for these work packages.
49. At the point of signing the DMA a call off fee becomes payable. The Framework fee is based on a percentage of the project cost as illustrated in the list below

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## **Project Value (£M) Framework Access Charge**

- a. Up to £999,999 0.95%
- b. £1m - £1,999,999 0.75%
- c. £2m - £4,999,999 0.50%
- d. £5m - £9,999,999 0.30%
- e. £10m - £14,999,999 0.22%

50. In terms of value for money, as part of the tender for the Framework, Denbigh Leisure requested a submission from Alliance Leisure Services (ALS) on their Development fee, Employers Agent fee and Design Fee, along with Principal Contractor overheads and profits. The submission was analysed by Denbigh Leisure's independently commissioned procurement team – who specialise in frameworks with a construction background. Alongside this, independent technical construction advice around value for money was sought from Gleeds – who are a global property and construction consultants. In addition, independently commissioned teams benchmarked the ALS bid against industry averages. The feedback from this benchmarking exercise provided assurance that the ALS bid was offering value for money within the industry.
51. As shown above there are considerable interactions between the Decarbonisation scheme and there will be a need to carefully integrate the two schemes.
52. A key part of working with the Framework and our procurement section will be to ensure that the lead Contractor adheres to the Council's Social Value Portal ensuring local Contractors and workers are sourced where possible local to South Ribble or the sub region area and ensuring there are clear measurable benefits to the local economy, local businesses and colleges in carrying out the work.
53. Working with procurement we are also aware that there are other Frameworks available which could be used for this work e.g. North West construction Hub, Rise, Procure Partnerships, Innovation Chain partnerships and two further Direct Award frameworks Scape and LRPP (The Lancashire CC framework).
54. The reason for the recommendation of using the same Framework 'UK Leisure Framework' as used for the Decarbonisation work are twofold:
- a. The Decarbonisation grant conditions come with a very tight timescale of delivery will all work needed to be completed by end of February 2023. Elements of the Leisure investment are integral to the Decarbonisation work e.g. the roofs, compartmentalisation and new BMS system. Using the same Framework will allow the work to be integrated and avoid confusion and give us the best chance of delivering against the timescales.
  - b. The second reason for using the same framework is the potential problems that would arise from having different contractors governed separately on the same site as shown below
    - i. Under CDM regulations 2015, you also should look to maintain the relationship with one Principal Contractor for the duration of the project. This simplifies the need to recreate, recommunicate and carry out additional handover duties with multiple contractors, this is an added cost and level of risk to the project. By utilising the framework agreement and

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appointing one contractor who is in overall control of the construction phase we will avoid this.

- ii. The lack of a Principal Contractor will strain the lines of communication between all parties and communication and response to request for information is critical on construction projects and creating more obstacles inevitably creates more challenges.
- iii. A key benefit of the principal contractor role is to have one main point of contact on your site during the construction phase. One point of contact that all the contractors on the site can go to with any issues or concerns. One point of contact for the principal designer to liaise with. And one point of contact to answer the client's questions. One contractor in overall control of the site. One set of rules.
- iv. By having two principal contractors, you can add extra complexity to the schemes. There is additional coordination needed, because a construction site always has needs beyond its boundaries. There are deliveries, service connections, welfare needs, security, access. Some activities may extend beyond the site entrance. The two contractors need to cooperate with each other. Each site will need to comply with CDM separately. Each project run independently.
- v. Takes away the possibility of legal disputes between different contractors on the same site
- vi. A Principal Designer to oversee the pre-construction and design process, will remove or reduce the foreseeable risks of health and safety conflicts and issues site

## **The Lostock Hall Academy Project**

55. As stated in the purpose of the report the Council has a wider ambition of investing in Leisure Facilities across the Borough on the basis of bringing high quality Leisure Facilities closer to local communities particularly communities that have high levels of deprivation.

56. Lostock Hall community is a community that lacks good local Leisure Facilities in an area of high need to bring young people into sports. Participation in physical activity during childhood is considered essential for normal growth and development. Physical activity is also an important contributing factor in the prevention of obesity and mental health in children. In recognition of the importance of regular physical activity, national guidelines issued recommend all children engage in daily physical activity that promotes health-related fitness and movement.

57. The Council has been working with Lostock Hall Academy to develop an idea with an idea of improving outdoor Leisure Facilities on their site and opening them up to the local community in a first Leisure Local partnership with the Council.

- The replacement of a half of a large Macadam surface with a new Macadam surface suitable for league Netball, informal football, tennis, basketball and school activities.
- The conversion of the other half of the existing Macadam surface with a new Multi use games area (MUGA) suitable for Football, Tennis and informal Hockey.
- Future phase of developing a full sized 3G pitch at the School suitable for football and training for several sports.

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58. These new Facilities will be at the heart of the Lostock Hall community giving new access to local people who have traditionally not had the opportunity to use such facilities. Working with the school, the community will have access to over 60% of the time the new facilities will be open.
59. The Council will continue working with Lostock Hall Academy on a potential 2<sup>nd</sup> phase of the project which could involve the development of a new 3G artificial playing pitch for the site, including the commissioning of a feasibility study.

## **Gregson Lane Community Centre**

60. A further community led project, which is about promoting Leisure Local, is supporting the replacement of the community centre at Gregson Lane. The current building, sited on SRBC land but built using donations from villagers, is now more than 50 years old; in a poor and deteriorating state.
61. The centre is well used by people from a range of ages and backgrounds and provides social facilities for the sports clubs who use the adjoining playing fields. The Gregson Green Committee, a charity who manage the centre on behalf of the community, have raised in the region of £200,000 to support a new building. However they have recognised that due to the condition of the premises, the need for a new building is increasing in urgency. They have approached the Council for financial support to bring forward a new modular building, from which they can accommodate more groups, more events and widen the offer to the local community.
62. A grant of £300,000 would enable:
- Purchase and installation of an 18m x 12m modular community centre
  - Groundworks (building foundations, water connection, drainage, etc)
  - Disability friendly access and toilets
  - Creation of a 12m x 4m patio for outdoor seating
63. In addition to a meeting room / bar area, kitchen, toilets and storage, the proposed building would offer 149 square metres of open space to suit a range of uses. Of the 4271, residents in the neighbouring villages of Gregson Lane and Coupe Green, 609 are single person households. The need for activities to reduce loneliness and isolation is acute. The craft and chat group established here to support COVID recovery and resocialisation has been one of the most successful in the borough.

## **Further Leisure Local Projects**

64. The support of these Leisure Local projects in this report builds on the support already given to the work at Vernon's Carus Sports Club and Mooch Hoole Community Centre.
65. The Council will continue to work across the Borough in identifying further potential projects that take forward the concept Leisure Local and will bring reports to the relevant Cabinet or Council meeting as appropriate.

## **Financial Implications – Leisure Centres Refurbishments**

66. The table below summarises the proposed movements in the capital budget and the funding implications of the first phase investment into the Leisure Centres.

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Description	Amount (£)
<b>Budgets</b>	
Existing capital budget available	2,100,000
Budget increase required	775,000
<b>Estimated Cost</b>	<b>2,875,000</b>
<b>Funding</b>	
Repairs and Maintenance Reserve	500,000
Existing Borrowing	1,600,000
New Leisure Centre Borrowing vired	775,000
<b>Total Funding</b>	<b>2,875,000</b>

67. The revenue implications of closing centres while refurbishments are taking place are very difficult to forecast because income can vary quite substantially from month to month and, as the programme is still in the planning phase, there is not yet certainty about the sequence of closures or how long each closure would need to last. It is assumed that no more than one centre will be closed at one time and individual centre closures will be kept to a minimum and ideally less than a week. This will reduce the need to refund direct debits to members because a week (maximum) is considered reasonable and customers will be able to use other facilities during that time.

68. To give an indication of scale, the estimated loss of income per week and month for a full closure of each centre is as follows:

Leisure Centre Site	Weekly £	Monthly £
Bamber Bridge	7,000	30,200
Leyland	13,400	58,000
Penwortham	5,600	24,400
Tennis and Fitness Centre	7,100	30,800

## Financial implication of Lostock Hall Academy

69. A grant of £200k from the Council to the school will be funded by £50k section 106 funds and £150k Leisure related revenue reserves. The section 106 relates to an ongoing housing development in Lostock Hall and further section 106 may be utilised from this development should it be received in the relevant timeframe, which would reduce the reserves contribution.

70. An interest free loan will be given from the Council to the school of £100k from Leisure reserves to be returned by way of school repayments over 10 years at £10k per annum.

71. The grant to Lostock Hall Academy school will be linked to legal / grant agreement(s) with the School highlighting the School's role in promoting Leisure Local outcomes of participation and reaching hard to reach groups plus supporting local clubs notably Lostock Junior football club.



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## **Financial implications of supporting the replacement of Gregson Lane Community Centre**

72. A grant of £300k from the Council to the Charity is eligible to be funded by CIL. There is also remaining S. 106 generated from a development in the area of £15k which could be used. Should this not be available, then revenue reserves will be required.
73. The grant to the charity will be linked to a Legal/Grant agreement between the Charity and the Council. The agreement will highlight clear Community measurable outcomes of having a new Community Centre on Gregson lane which will be about delivering against the ambitions of Leisure Local highlighted above.

## **Next Steps**

74. The first step is to note the commitment to the procurement strategy recommended above and align the first phase Leisure Centre investment programme with the Decarbonisation work.
75. Working closely with the chosen framework significant design and programming work will go forward once approved pulling the Leisure Centre investment together and integrating it with the Decarbonisation work and establishing a clear timetabled planned programme of work to be achieved over the next 12 months.
76. A further report will be brought back to May Council on progress made with the project and a 2<sup>nd</sup> phase proposal of further investment into the Council's Existing Leisure Centres.
77. Draw up grant and legal agreements with Lostock Hall Academy and Gregson Lane Community centre to as part of the condition of the Council supporting these projects.
78. As part of the proposed work we will develop in partnership with the communications team a communications plan with our local communities on the exciting transformational schemes going forward.

## **Climate change and air quality**

79. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda: net carbon zero by 2030, through complementing the Decarbonisation work which will reduce the Carbon footprint significantly at the Council's Leisure Centres.

## **Equality and diversity**

80. There will be a full EIA assessment carried out in conjunction with the programme of work which will demonstrate a positive effect on improving both Equality and Diversity within our Leisure Centres going forward.

## **Risk**

81. There will be a full Risk management strategy put in place for the programme of works.

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## Comments of the Statutory Finance Officer

82. A total budget of £2.1m is included in the approved capital programme for 'leisure centre refurbishments' and a £19m budget for a 'new leisure centre'. This report proposes to move £775k of funding from the £19m budget to supplement the decarbonisation works on the Leisure Centres.
83. The existing capital budgets are funded mostly from borrowing, and a contribution of £500k from reserves as per point 67. The council's additional borrowing costs of £37k per year will be funded through the existing budget established to make provision (by an annual transfer to reserves) for future asset maintenance.
84. As detailed in sections 70 and 73 the funding for the grants and loan to Lostock Hall Academy and Gregson Green charity will be funded from a mix of existing resources.

## Comments of the Monitoring Officer

85. A number of the recommendations relate to improvements to the Leisure Centres. Whilst they are leased to South Ribble Leisure Company, they remain council assets and the Council, under the terms of the leases, are responsible for their maintenance and improvement. The proposal to incorporate these works with the delivery of the decarbonisation works will minimise the interference with the companies right of quiet enjoyment under the lease and discharge the councils obligations in that respect.
86. There are various issues to comment on. Any loans or grants to third party organisations will need to be covered by formal legal agreements to protect the council's interests and to ensure that the public have sufficient access to any new leisure facilities.
87. The report explains at length why it is proposed to use the Framework agreement in question. The use of such Framework agreements is allowed by the council's Contract Procure Rules. The particular Framework agreement is a specialist agreement designed to cover such works. Clearly given we are using this Framework agreement for the decarbonisation works it makes great practical sense to use the same Framework for the additional works referred to in the report.
88. As explained in the report we will do what we can to maximise the Social Value benefits of the programme.

## Background documents

Previous Cabinet and Council reports on the future of the Leisure Centres and the Decarbonisation work can be accessed through this link.

<https://southribble.moderngov.co.uk/ieSearchResults2.aspx?SS=decarbonisation%20leisure%20&DT=3&ADV=1&CA=false&SB=true&CX=2597852&PG=1>

## Appendices

Appendix A Leisure Facilities Strategy 2020

Report Author:	Email:	Telephone:	Date:
Neil Anderson, Assistant Director of	<a href="mailto:Neil.anderson@southribble.gov.uk">Neil.anderson@southribble.gov.uk</a> <a href="mailto:Jennifer.mullin@southribble.gov.uk">Jennifer.mullin@southribble.gov.uk</a>	01772 625540	20/4/2022

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Projects and Development,  Jennifer Mullin, Director of Communities			
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**SOUTH  
RIBBLE**  
BOROUGH COUNCIL



**More People  
More Active**







Cllr Mick Titherington  
Deputy Leader of the Council

## **‘More People More Active in South Ribble’**

### **Welcome to South Ribble Borough Council’s Leisure and Sport Facility Strategy 2020 - 2030**

I am delighted to introduce South Ribble Borough Council’s first long term Leisure Facilities strategy.

South Ribble Borough Council is dedicated to improving the health and wellbeing of our residents. It is at the heart of everything we do. Regular exercise, along with other factors contribute to a healthier and longer life. It is against that background that our strategy has been developed.

Our vision is to provide Leisure facilities and amenities that allow easy access to activity for all. Our ambition includes building a new Leisure Centre that acts as a sporting and physical activity hub for the area, developing a playing pitch hub, with two new 3G pitches at Bamber Bridge Leisure Centre and the creation of a hub for rackets sports at our Tennis Centre. Of equal importance, is the adoption of a concept of ‘Leisure Local’. This is about promoting and running community sports and activity programmes at local schools, community centres and sports clubs across the borough promoting access for all.

We recognise that organised sport and fitness is not for everyone. Cycling, walking, exploring our parks and open spaces are also very important to our residents. We will connect our facilities to our developing Green Links network of cycle and pedestrian walk ways and paths.

This strategy is about increasing access for all, encouraging physical and cultural activity within every community across South Ribble, tackling health inequalities and enhancing the quality of life of our residents.

I hope you are as excited as we are with our new Leisure Facilities strategy and we look forward to turning it into a reality.

Thank you

**Cllr Mick Titherington**

Deputy Leader of the Council

**Portfolio Holder for health and wellbeing**

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### **‘More People More Active in South Ribble’**

The Sport and Leisure Facility Strategy sets a long-term vision for the Council:

**To create a more physically active borough driving improved participation opportunities in sport and physical activity with our partners, improving the health and wellbeing of all residents and reducing health inequalities.**



### **THE STRATEGY HAS BEEN DEVELOPED TO:**

- Show the current and future leisure facility supply and demand identifying key issues and gaps in provision.
- Realise, through a series of long-term objectives over the next ten years, key priorities for action and delivery which will have long term benefits for residents and visitors promoting health and wellbeing and tackling health inequalities.
- Support working more collaboratively on a local and regional basis, linking to local plans.

### **The strategy provides a strategic assessment of need for Sports and Leisure provision across the borough now, and in the future, considering:**

- The Council's vision to develop its sports and leisure provision across the borough
- The views of local people on local sport and leisure provision
- National and Local Strategies related to health and wellbeing
- Social and Economic characteristics of the borough
- Performance of the current services with opportunities for improvement.



## Value for Money

The strategy is designed to meet ; the needs, expectations and aspirations of our resident's whilst also achieving value for money.

## Collaboration and Partnership

We believe this strategy sets clear ambitions for strong, sustainable, and joined-up service provision. At its core is a staged approach on a long-term collaborative journey with committed partners, targeting development work to ensure a sustainable future for lifelong participation in Sport, Leisure and Physical Activity.

We welcome any organisation who would like to contribute towards achieving the ambitions and objectives set out in this strategy and are encouraged to utilise the strategy for their own use so we may all improve the health and happiness of people who live, work and visit the borough.

*We want everyone in South Ribble regardless of their age, background or level of ability to feel able to take part in sport and physical activity*



## South Ribble as a place

- 110,000 people live in the borough which is projected to grow to 113,000 over the next 15 years
- There is a high proportion of people aged over 65 years old
- The borough's general health is reasonably positive compared to national averages
- Key prevalent health conditions in the borough include high blood pressure, depression, obesity, diabetes, asthma, and smoking.
- Life expectancy in the borough is slightly higher than the national averages for men and women.
- The number of people with a car / van is above average, meaning a larger proportion of the population can travel to facilities.
- From a boroughwide perspective whilst there are more people living in the least deprived neighbourhoods in England than the most deprived there is about 4% of our population in the most deprived 10% in England.
- Unemployment in the borough is below national average.

*The strategy outlines what we plan to do to build a more active community, because we believe that being physically active enriches lives, builds stronger communities and will create a healthier and happier borough*

### How Active are we?

- The number of people active (150 minutes per week) in the borough is below national average.
- Cycling, walking, going to the gym and swimming are our most popular activities, however, only cycling and fitness activities are above both the national and regional averages in terms of participation.

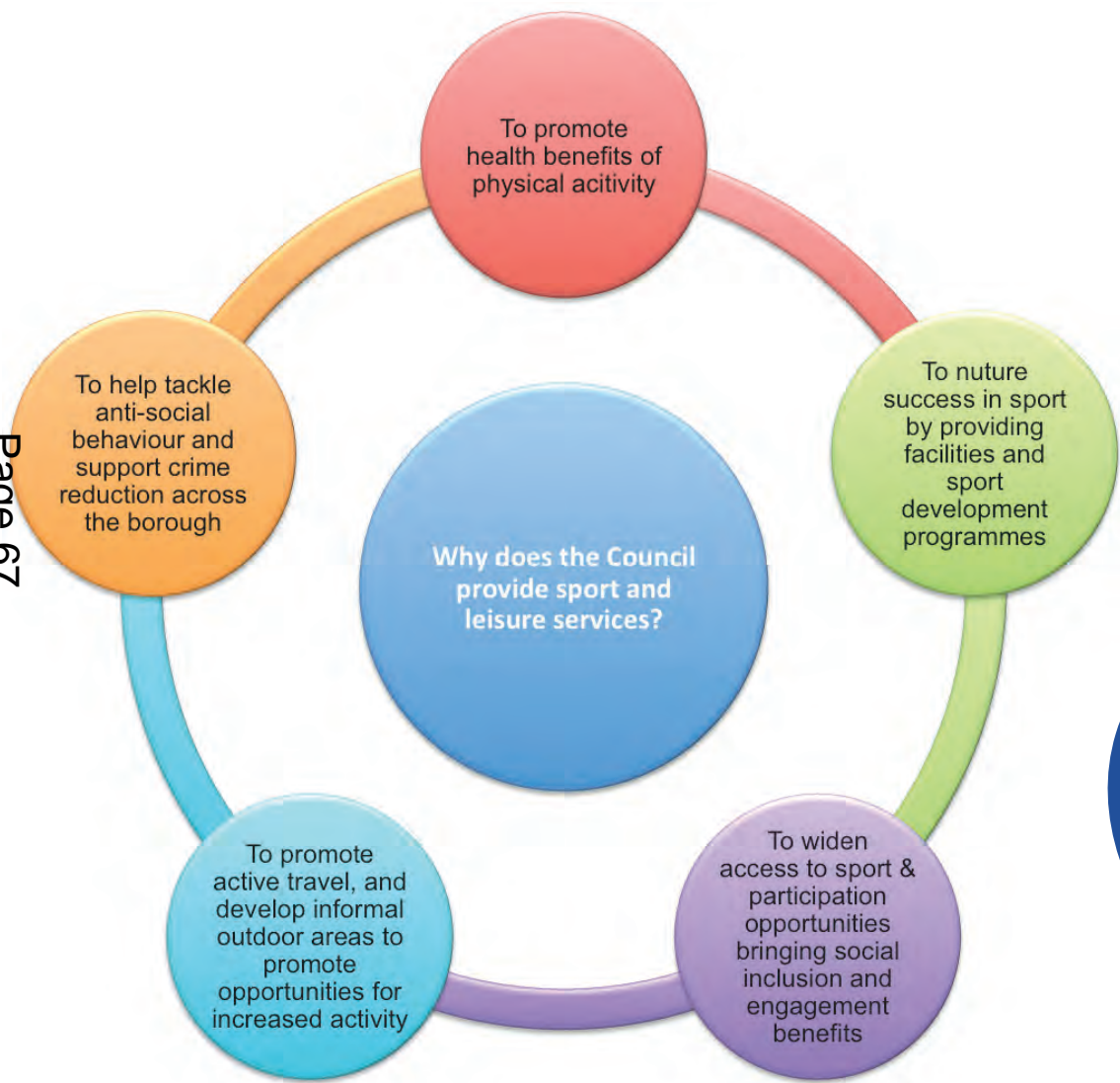




## Local and National Context

### Why does the Council provide Sport and Leisure services?

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## LOCAL CONTEXT

Current service and operating environment.

Since 2005 our four main leisure centres have been operated by an outsourced Leisure Trust via SERCO on behalf of the Council.

Existing sport and leisure facilities owned by the Council are:

### SOUTH RIBBLE



The Council recognises that it faces some significant challenges in terms of its current building assets with ageing stock that will require c£27m of investment over the next 15 to 20 years for the facilities to remain open.

The Council also recognise that to have a strong influence on activity levels, which impacts on health and wellbeing of residents and tackles health inequality, investment in a new facility for the borough is required.

Within the context of the current Pandemic, this highlights the importance of ensuring that services remain accessible to all parts of the community, with targeted interventions.

### Performance

The Council's four leisure facilities are very popular attracting over 750,000 visits per year.

### Comparing our financial performance with other local authority leisure centres:

**Swimming Pools** – our pools perform reasonably well and achieve £1000m<sup>2</sup> against a national performance range of £750m<sup>2</sup> to £1500m<sup>2</sup>

**Fitness Gyms** – our gyms perform below the performance range of £7500 to £10,000 per exercise station at £4000. This suggests a combination of increased competition and the age of facilities with investment need to improve performance going forward.

**Penwortham Leisure Centre** has experienced a year on year decline in use and income over the past three years.

**Sports Halls** perform above the performance range of £15,000 per badminton court and the Tennis Centre performs above the 'Mean' National CITC benchmarking level at £60,000 per court.

**Overall**, the benchmarking suggests reasonable performance of the sites given their age and condition, with Penwortham performing worse than Leyland and Bamber Bridge.

*Our leisure facilities are very popular attracting over 750,000 visits per year.*

### National and Local Strategic Alignment

The diagram below demonstrates how national and our local strategies align with cross cutting enablers that support performance improvement.

Government	Physical Wellbeing	Mental Wellbeing	Individual Development	Social & Community Development	Economic Development
<b>Sport England</b>	Inactive people becoming more active  More resilient habits	More positive attitudes towards young people  More diverse volunteers	Improved progression and inclusion to develop talent  Demand led sector that welcomes all	Improved Governance  Improved financial efficiency	Increased diversity and leadership  A diverse and productive workforce
<b>South Ribble Strategy Vision 2020/23</b>	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				
<b>South Ribble Strategic Priorities</b>	An exemplary council that works for everyone		Thriving communities	A fair local economy	Good homes, green spaces and healthy places
<b>Sport and Leisure Strategy Vision</b>	More People More Active in South Ribble				
<b>Leisure Service Contribution</b>	<ul style="list-style-type: none"> <li>Partnership working with local clubs and schools</li> <li>Active Community outreach in deprived wards.</li> <li>Outreach activities in deprived wards and neighbourhoods</li> <li>Live sport and cultural events</li> <li>Disability staff training expanded exercise on referral scheme</li> <li>Weight management programme</li> <li>Cardiac rehab scheme</li> <li>Targeted dementia programmes</li> <li>Wider range of family-oriented facilities and programmes driven by local need</li> <li>Post-referral programmes</li> <li>Inclusive open days</li> </ul>		<ul style="list-style-type: none"> <li>Healthy eating menus &amp; vending options</li> <li>Targeted programmes for disabled, older people and those with limiting conditions</li> <li>Activities for carers and the cared-for</li> <li>Falls prevention classes</li> <li>Free access for Care Leavers</li> <li>Volunteer placements</li> <li>Apprenticeship programme</li> <li>Work experience programme</li> <li>Activities and offers targeted at young people</li> <li>Health in the workplace scheme</li> <li>Reducing CO2 across all centres</li> </ul>		



## CONSULTATION

The views of local people expressed through the Council's 'Residents Survey 2020', 'Green Links Consultation 2019', local stakeholders, sports clubs, national governing bodies of sport, and voluntary associations.

### Key messages

#### **Resident Survey**

53% of residents said they were most satisfied with sport and leisure services with 45% stating they were satisfied with activities for teenagers and 29% check stating they were satisfied with parks and open spaces.

#### **Green Links Consultation**

**Co-location** - partners are keen to integrate health and community facilities into new developments and work on engaging communities with us.

**Volunteering** - partner organisations are able to offer training and support

#### **Local Stakeholders, Sports Clubs and Associations**

The Council should focus on delivering outcomes such as reducing health inequalities, and improvements in physical and mental health

There are opportunities for better collaborative working.

Locations and venues where residents can participate should include leisure centres, open spaces, and outdoor environment.



## SUPPLY AND DEMAND

An analysis of current and future (20 years) supply and demand for the borough has been undertaken focussing on swimming pools, sports halls, health and fitness suites, indoor tennis courts, artificial grass pitches (AGP), and squash courts.

### The key findings are:

#### SWIMMING POOLS

The average age of the public leisure centre swimming pool sites in 2020 is 39 years

The current supply of swimming pools in the borough exceeds demand, however any closure or loss of a facility will result in a shortage when considering future demand. A new swimming pool of 25m x 17m (8 lanes) will be considered as part of a new facility as part of a review of swimming provision across the borough.



## SPORTS HALLS

Supply exceeds demand by 6 courts and most of the demand can be met in the borough.

Education sport halls sites have a lower used capacity than the public leisure centres.

## HEALTH AND FITNESS

Over 60% of the fitness stations are owned and operated by the private sector, which is a 7% increase compared to 2015.

There are sufficient facilities available across the borough to meet current demand however there is evidence to suggest the need for investment in Council provision as use and income has declined in recent years.

There is a need to consider the size and scale of fitness provision to meet demand.

## INDOOR TENNIS

The borough's Tennis Centre is a well located and popular centre.

The Centre is a recognised venue for higher level tournaments, especially for wheelchair tennis.

There are no requirements for additional indoor tennis court space.

Maintenance of the courts at South Ribble Tennis & Fitness Centre is essential as the only facility in the borough

There is an opportunity to create a specialist rackets hub at the centre which could include tennis, short tennis, squash, badminton, and table tennis.

## WHAT THIS MEANS FOR SOUTH RIBBLE

**Delivery of Sport and Physical Activity does not sit in isolation with one provider, but a coordinated approach is needed.**

- Explore how the education sector can link better with the Sport and Physical Activity agenda. Widening opportunities for community use, working with clubs to develop pathways, introducing young people to 'activity' to complement their sports offer.
- Raising awareness of opportunities to the wider public is needed and should be part of a more coordinated approach.
- Integrating health and physical activity through co-location, hubs, or campus approaches.
- Key target groups: vulnerable communities, young people and families, older people (active aging), disabled
- Recruiting and retaining coaches and volunteers is crucial to the development and growth of clubs.

*Leisure Local  
People are looking for  
activity which takes place  
within their local area.*

### ARTIFICIAL GRASS PITCHES

- There are five full size 3G AGPs in South Ribble, with one full size sand-based pitch. There are 12 pitches in total when including small sided facilities.
- The local football facility plan ('LFFP') supported by the Council's playing pitch strategy ('PPS') shows that there is significant demand for artificial grass pitches in the area with a need for an additional two full size pitches in the future.
- The LFFP recommends developing a new hub site with 2 x 11v11 3G AGP's, grass pitches, clubhouse, and possible indoor facility as a priority project. This supports the strategic facility option of building a Playing pitch Hub at Bamber Bridge Leisure Centre and developing a sport, health, and wellbeing hub.
- In addition, the LFFP has identified the need for a 9v9 at Lostock Academy and refurbishment of Penwortham Leisure Centre.
- Consideration of the replacement of Brownedge St Mary's RC High School & Sports College may be required in the medium term.



### SQUASH

- There are still 6 courts in South Ribble, and no refurbishment has occurred. This is over provision.
- The facilities are not solely utilised for squash.
- There is an opportunity to provide a specialist rackets hub at the South Ribble Tennis Centre centralising squash provision in the borough.





## Future Need - What does this mean for South Ribble?

Supply and demand assessment undertaken suggests that building a new Leisure Centre in the borough will require a review of Leisure Services across the borough.

There is an opportunity to develop a Leisure Local 'Community Hub' for football at Bamber Bridge, and a racket hub at the Tennis Centre with potential addition of squash courts.

The Council will work with schools colleges, sports clubs and community centres to increase the availability of community use and where possible align key clubs across the borough to local schools and facilities.

The Council will undertake an options appraisal for a new community hub in Penwortham at the Vernon Carus site, and include in this study the potential replacement of health and wellbeing services at the Penwortham Leisure Centre.

## Our Ambition

### MORE PEOPLE MORE ACTIVE

To create a more active borough as a result of our shared commitment to deliver improved participation opportunities in sport and physical activity with our partners, improving the health and wellbeing of all residents, reducing health inequalities that affect deprived areas of the borough.



## Our Objectives

1. Connect promotion of sport and physical activity with increasing health and wellbeing and reducing health in-equalities across the borough
2. The ambition to build a state of art new sport and leisure centre
3. To develop a playing pitch hub at Bamber Bridge Leisure Centre
4. To develop a racket sports hub at South Ribble Tennis Centre
5. To develop a Leisure Local model of operation in targeted areas where traditional sport and leisure centres are not located
6. To review leisure provision across the borough
7. To deliver industry leading service quality, operational efficiency, and effectiveness
8. To deliver industry leading usage and retention
9. To deliver high levels of user and employee satisfaction  
To reduce our carbon footprint in line with the Council's ambition to be Carbon Neutral.

*We will continue to encourage active lifestyles by increasing participation through investment and better partnership working*





**3. Work locally** with residents, community groups and education and schools to deliver new sessions, develop volunteers and enhance a broader local use of the facilities.

**4. Market and promote** services in appropriate, imaginative ways under a new Leisure Local branding.

### Bringing People Together

The diagram below shows our future approach to 'Leisure Local' based on bringing people together through a coordination of neighbourhood, borough locality, health, and community facilities in traditional and non-traditional community locations.

## LEISURE LOCAL

A review of the Council's sport and health development work has identified some areas for development including where there are current gaps in provision or opportunities to increase physical activity and participation.

The importance of collaboration, developing partnerships and engagement at both a local and national level is a high priority for local and national partners.

### Leisure Local - going forward we will ...

**1. Develop pathways** into a more active lifestyle and related activities working closely with local sports clubs, schools, and community groups contributing to the Council's objectives around, Community wealth building, health and wellbeing and reducing health inequalities

**2. Collaborate with partners** (including the South Ribble Partnership) to reach all communities to increase access into Sport and Physical activity through using leisure and community facilities along side accessing our Green Links network, local parks and the natural environment.



## Investment

Tackling health inequalities and promoting health and wellbeing requires investment and we are committed to providing this for indoor and outdoor community leisure facilities, funding Leisure Local projects and initiatives supported by the Council's sport and physical activity development team.

## Delivery

The Council currently adopts a mixed model of delivery, directly delivering the Sports and Physical Activity Development service, and outsourcing its main leisure facilities to South Ribble Community Leisure Trust through an operating contract with Serco Leisure.

Going forward the Council will determine the best delivery solution for its services including exploring greater direct delivery of services e.g. developing a local authority trading company giving greater control to the Council in driving forward increases in Sport and Physical activity to all communities This will be benchmarked against outsourcing leisure management to an external operator.

The Council will also develop its enabling role, supporting community groups and social enterprises to gain the skills and competencies to be able to retain and deliver services locally themselves.



## Monitoring our Progress

It is important that people can see what progress the Council is making against this strategy and hold us properly to account.

We recognise that to maintain and improve opportunities for local residents, it is important to monitor our performance and manage the overall delivery of the strategy key actions.

To monitor performance, a set of specific indicators will be developed. The indicators and targets will need to be agreed with key partners and set in accordance with some of the additional research planned (mapping and auditing), ensuring targets take account of baseline (current position) and ensuring they can be realistically achieved.

The monitoring of the strategy will take place using the council's corporate performance management framework. Once developed, the indicators and actions will be included as part of the delivery plan for sport and leisure.

An annual strategy review report will be produced to outline overall progress and key changes to agreed actions.

## Enablers to support delivery of our strategy

- A. Active Environments:** recognising that the natural and built environment are fundamental enablers or barriers to people leading a more active lifestyle.
- B. Governance, Leadership and Advocacy:** will be fundamental to driving change, focussing on key priorities, and ensuring we collaborate effectively across organisations.
- C. Marketing and Communications:** Having a plan of regularly engaging our communities. Understanding that what and how we communicate will be key to influencing attitudes and behaviours towards being more active.
- D. Workforce development:** people are key, from leadership through to the front-line workforce and volunteers. We need a more diverse workforce reflective of the communities we work with that ensures there is a great customer experience.
- E. Local insight, understanding and learning:** Making informed decisions underpinned by an understanding of people, and effective evaluation of what works and why.
- F. Sector sustainability and funding:** maximising the use of available resources and supporting the sector to be more sustainable.








**Contact:**


**South Ribble Borough Council**  
**Gateway Customer Services Team**

(Go to [southribble.gov.uk/content/contact-council](https://southribble.gov.uk/content/contact-council) for more)

Telephone: 01772 625 625

E-mail: [info@southribble.gov.uk](mailto:info@southribble.gov.uk)

 @mysouthribble

 @southribblebc

**Consultation and feedback**

As we begin to deliver the strategy we will consult with local groups and individuals with a particular focus on older people and people with disabilities.

We welcome any feedback you might have about the strategy, and if there is any information you think could be considered for, or if you require this document in a different format e.g. large print, Braille, audio version, etc. please contact us using the information below.

**More People**  
**More Active**

Report of	Meeting	Date
Director (Customer and Digital)  (Introduced by the Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday 20 April 2022

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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## Waste Collection Services Review

### Purpose of the Report

- To consider options for the future delivery of the Councils waste collection service.

### Recommendations to Council

- That Council agree **one** of the following options:
  - extend the existing **outsourced** waste collection contract with FCC Environment (UK) Ltd for a further 3 plus 4-year term, and under new commercial terms, commencing 11 June 2022.

**OR**

- Insource all** waste collection services to be operated directly by South Ribble Borough Council, commencing 11 June 2022.

As a consequence of accepting this option, Council acknowledges that:

- under Transfer of Undertakings (Protection of Employment) regulations (TUPE) the contracts of employment of all relevant employees engaged in the delivery of the current FCC waste contract will transfer to the Council.

# Agenda Item 12

- ii. specialist advice on insourcing, project management and other support services necessary to facilitate mobilisation of waste services to the Council will be sourced to support the changes.
- iii. due to restricted timescales, contracts with suppliers engaged to facilitate insourcing of waste services including IT hardware and software will be sought and directly awarded.

## Reasons for recommendations

- 3. The Council is legally obliged by section 45 of the Environmental Protection Act to collect waste and deliver it to a point of disposal. It has the power to determine whether to do this itself or appoint a contractor to do so on its behalf.
- 4. The Council has been in discussions with its incumbent supplier FCC for a 3 plus 4-year contract proposal. This has culminated in FCC submitting their 'best and final offer' facilitated through an extension to the existing contract.
- 5. It is essential to consider the two key options for determining the future waste service delivery model for the council as outlined in this report in line with the councils' values, corporate goals and costs.

## High level summary of options

- 6. Options summary table.

Option A: <b>Outsourced</b>	Option B: <b>Insourced</b>
Extend the outsourced waste services contract with FCC under new commercial terms effective 11 June 2022.	Insourcing waste services to be delivered directly by South Ribble Council, effective 11 June 2022.
<ul style="list-style-type: none"><li>○ Agree a 3 plus 4-year extension to the existing FCC contract with a review at 3 years under new commercial terms.</li><li>○ No change to the service delivery model.</li><li>○ A significant uplift in the annual contract cost primarily in relation to increases in staff and fuel costs.</li><li>○ Pricing is subject to annual inflation and ongoing Real Living Wage commitments from 1 April 2022 and beyond.</li></ul>	<ul style="list-style-type: none"><li>○ The waste services contract with FCC will expire on Friday 10 June 2022.</li><li>○ The Council will then deliver the following services:<ul style="list-style-type: none"><li>- household waste and recycling collections</li><li>- garden waste collections</li><li>- commercial waste collections</li><li>- bulky waste collections</li><li>- clinical waste collections</li><li>- waste container deliveries</li></ul></li><li>○ Staff employed by FCC would transfer to the Council under TUPE, approximately 54 staff, on terms and conditions to be agreed. Additional agency staff may be recruited outside TUPE.</li></ul>



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## Option B: **Inourced (Contd.)**

Insource waste services to be delivered directly by South Ribble Council, effective 11 June 2022.

- The Moss Side depot including service workshop, office complex and waste fleet are all owned and managed by the Council.
- The Council would inherit service delivery costs including staff, fuel, and associated overheads. Pension related costs for employees. There are no VAT implications.
- One off mobilisation cost will also apply.
- This will be offset against the contract profit margin which shall no longer apply to service costs.

### **Other options considered and rejected**

7. A Local Authority Trading Company (LATC) may provide some additional benefits, such as lower costs, as compliance with the Local Government Pension Schemes (Miscellaneous) Regulations is not required.
8. An LATC, is an Arm's Length Management Organisation within a local authority. It can provide wider services to the council and can do so on a commercial basis.
9. In consideration of the time constraints to enable a LATC arrangement and implications on employee terms and conditions, this option has been rejected but may be considered in the future.

### **Corporate priorities**

10. The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Thriving communities</b>
A fair local economy that works for everyone	Good homes, green spaces, healthy places

### **Background to the report**

11. The council provides waste and recycling collection services to over 50,000 households. This is a significant and high-profile service delivered daily throughout the borough all year round and includes garden waste collections.

# Agenda Item 12

12. The Council has outsourced waste and recycling collection services for around 30 years and to FCC since 2015. The waste contract is in the final months of a 7-year contract term and will expire on 10 June 2022.
13. The contract includes an option for an extension up to a period of 7 years. The annual contract value is currently £1.8 million.
14. The governments national Resources & Waste Strategy along with obligations under the Environment Act will impose changes on the delivery of waste services by the council over the next few years.
15. Other than the impact of the national shortage of HGV drivers, FCC's contract performance has generally been good, performing well throughout the pandemic.
16. Negotiations on a contract extension commenced with FCC in 2020. FCC submitted a revised pricing schedule proposal and indicated that they would seek an increase to the annual contract price, based on:
  - a. The first term of the contract had been commercially challenging for FCC.
  - b. The risks that the contract could face in the period to 2029 with rising costs, the impact of the economic challenges, and volatile markets due to global events
17. Given economic uncertainties, the council proposed a 3 plus 4-year extension to the current contract, including a mid-term review and break clause after 3 years.
18. A revised pricing proposal was submitted in December 2021. This indicated a significant annual cost increases reflecting further underlying economic risks and challenges in the current and forecasted financial climate.
19. The price increase is comprised mainly of increases in driver pay rates, increases in National Insurance contributions, increase in fuel costs, and factors cost of the Real Living Wage to March 2022.
20. Commercial discussions with FCC have continued following their pricing proposal in December 2021.
21. In advance of this meeting, FCC were invited to and have submitted their 'best and final offer' for the cost of a 3 plus 4-year contract extension including agreement in principle to part insourcing some aspects of ancillary waste services.
22. The substantive options are outlined in the recommendations.

## **Insourcing waste and recycling services**

23. Insourcing waste services will inevitably present risks that require mitigation and careful management. Some key considerations are outlined in Appendix A.
24. A decision to insource waste services will require the council to undertake appropriate consultation and comply with the regulations in as far as they might apply in accordance with the TUPE regulations 2006.

# Agenda Item 12

25. An insourced service is expected to give more direct control to the Council, can be more flexible to respond to future changes without restrictions imposed by contract terms.
26. Flexibility is important in the delivery of services to residents to implement changes quickly as the amounts and types of waste collected will change.
27. There is no impact on the management of infrastructure relating to the Moss Side depot, or associated with the fleet, the repair and service workshop, office complex, and fuel supplies irrespective of the delivery model as this remains within full ownership of the council.
28. The council funds the cost of the Real Living Wage for loaders employed by FCC. Increases to the RLW and inflationary increases apply from 1 April 2022 and are therefore excluded from the commercial proposals.
29. A summary of the cost is provided in a separate report and irrespective of the operating model, the council is not immune from rising costs in this sector.

## **Climate change and air quality**

30. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda: net carbon zero by 2030, reducing waste production.

## **Equality and diversity**

31. There are no equality and diversity impacts.

## **Risk**

32. Waste collections are the most high-profile council service. Any fundamental change to service where the effects may be positive or negative will carry reputational risk to the council.
33. A summary of key risk considerations is outlined in Appendix 1.

## **Comments of the Statutory Finance Officer**

34. The waste budget for 2022/23, approved by Council in February 2022, is set at £2,170,800 which includes an increase of £293,000 over the budget for 2021/22, based on assumptions made in respect of rising inflation, fuel costs, staffing costs and increases in the real living wage.
35. Based on the full year estimated costs of insourcing the service, Option B above, annual savings of approximately £178,500 against the 2022/23 budget would be made.
36. In comparison, the extended contract cost, reflecting inflationary increases (fuel, staffing and the real living wage) in 2022/23 will exceed the budget set.

## **Comments of the Monitoring Officer**

37. The existing contract with FCC permits the proposed extension and equally, it is lawful to allow the contract to expire without extension and insource the waste service

# Agenda Item 12

provision. What is the appropriate approach is for members to decide based upon the information provided within this report and the part 2 item containing confidential financial information. Members are reminded that value for money should be a prime consideration, but this is not confined to monetary value.

38. Members are asked to consider the risk summary in making this decision to ensure they are satisfied that any risks connected to the preferred option can be properly managed.

**Background documents** (or There are no background papers to this report)

## Appendices

39. **Appendix A:** Summary Key Risk Considerations
40. **Appendix B:** Commercial/ Financial Profile & Associated Correspondence (Part 2)

Report Author:	Email:	Telephone:	Date:
Asim Khan	asim.khan@southribble.gov.uk		30 March 2022

**Appendix A – Summary Key Risk Considerations**

Option	A	B
<b>SERVICE OPTIONS</b>	<b>OUTSOURCED</b>	<b>INSOURCED</b>
<b>Performance</b>	FCC’s contract performance has generally been good and was maintained well throughout Covid pandemic.	Insourcing represents a significant change and carries a risk of impacting performance; however, the waste collection services will remain the same so adverse effects on performance are unlikely.
<b>Financial risk</b>	<p>An outsourced contract provides budget certainty due to fixed contract pricing, and more insulation against rising/ unforeseen costs than in-house service.</p> <p>Back-office management of the service including HR, payroll, IT, procurement, management, H&amp;S sits with contractor</p>	<p>There is no contractual control so costs may become inflated and creep up over time.</p> <p>There are cost and resource implications for additional back-office management.</p>
<b>Operational and reputational risk</b>	With an outsourced service the council can rely upon a contractor with the relevant capability, experience, and contingencies to operate the services on its behalf, with contractual penalties for any service failure.	Responsibility for day to day operation, service quality and legal compliance would fall directly upon the council.
<b>Infrastructure</b>		The council is in a strong position in this aspect since it already has its own depot, workshop, offices, fleet and manages fuel.
<b>Service flexibility</b>	Service changes/additions and associated costs would have to be negotiated with the contractor and the council may not receive the full benefit of efficiencies especially mid contract.	<p>An insourced service can more readily make service changes.</p> <p>The council may lack some of the relevant skills and expertise to successfully deliver the changes however</p>

Option	A	B
		these can be procured with temporary external support as and when required.
<b>Management of workforce</b>	The responsibility for management of the workforce sits with the contractor, including sickness, absence management, disciplinary procedures, staff welfare, and health and safety management.	<p>TUPE regulations will apply to all transferring staff, protecting the terms and conditions of employment however, the policies and procedures will be set by the employer. This can be challenging for an insourced service with the use of council policies and procedures to manage an operational frontline workforce.</p> <p>There is a risk that more advantageous terms may adversely affect attendance and sickness absence. An in-house service demands direct management of unplanned absences such as sickness, which tends to have higher rates in waste collection services. As an essential frontline service this can necessitate a large agency cost budget to cover leave/sickness with temporary staff.</p>
<b>Capabilities and skills</b>	<p>The contractor has significant experience and expertise in waste services delivery.</p> <p>The contractor has experience of negotiating with frontline staff and potential Trade Union issues.</p>	<p>The council requires a team to mobilise the insourced service requiring HR, H&amp;S, ICT, legal, finance teams.</p> <p>A lack of direct operational experience within the council's management team of frontline waste services may result in the service not being delivered as efficiently and effectively.</p> <p>Insourcing provides an opportunity to develop the expertise of staff and the capacity of the council workforce to fill this gap in skills.</p>
<b>Contingency management</b>	FCC has multiple municipal waste contracts across several local authorities and therefore the capability of drawing equipment, staff and experience from other contracts in emergencies.	The council has limited contingency arrangements without significant resource and cost implications, however there is scope for collaborative working with Neighbourhood services to meet waste service

Option	A	B
		contingency demands if required but will be subject to a review of T&C's.
<b>Health and safety management</b>	<p>There are significant health and safety risks that must be actively managed effectively in waste collection services to ensure the welfare of staff, legal compliance and ensure a quality, reliable and consistent service.</p> <p>This is managed by the contractor with added benefits of organisational campaigns and investment in enhancing safety.</p>	<p>There are significant cost and resource implications of ensuring the safety and legal compliance of waste services delivery.</p> <p>It is anticipated that a Compliance Officer role could transfer to the council from FCC to ensure continuity regarding health and safety compliance.</p>
<b>Service integration</b>	There is little scope for integration with other council services that are not within the contract.	Insourcing can enable the council to develop more integrated and joined up services, particularly in Neighbourhood services, which could respond more ably to a range of inter-related issues.

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Report of	Meeting	Date
Chief Executive (Introduced by Cabinet Member (Strategy and Reform))	Council	Wednesday, 20 April 2022

## Appointment of Chief Executive

Is this report confidential?	No
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Is this decision key?	Not applicable
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### Purpose of the Report

1. To propose to Members the appointment of a new Chief Executive, shared with Chorley Council.

### Recommendations to Council

2. That following a meeting of the Shared Services Joint Committee Appointments Panel on 25 March 2022, Chris Sinnott be appointed as the Council's new Shared Chief Executive with effect from 1 January 2023.
3. That the new Shared Chief Executive also undertakes the statutory role of Head of Paid Services and is the Council's Returning Officer and Electoral Registration Officer.

### Reasons for recommendations

4. The Council has committed to the creation of a permanent Shared Chief Executive post.
5. The Shared Services Joint Committee Appointments Panel agreed unanimously that Chris Sinnott be recommended to Council for formal appointment.

### Other options considered and rejected

6. Not to fill this this post, which would leave the Council without a Head of Paid Services which is required by legislation.

# Agenda Item 13

## Corporate priorities

7. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

## Background to the report

8. The post of Shared Chief Executive was created in November 2020 as a permanent post between the two councils at a total cost of £145,000 shared 50:50.
9. The shared Chief Executive is the Council's Head of Paid Services, the Returning Officer and Electoral Registration Officer.
10. The current postholder, Gary Hall, accepted the position on a fixed term basis until 31 December 2022. Following his departure, the post will be vacant.
11. As agreed by Council, recruitment to the position commenced on 28 February 2022.
12. The full selection process as presented and agreed by Council was undertaken by the candidate:

<b>Forum</b>	<b>Attendees</b>
Stakeholder Panel	Gary Crowe (Superintendent Lancashire Police) Diane Gradwell (Chief Executive Lancashire West Citizens Advice) Clare Russell (Principal and CEO Runshaw College)
Staff Panel	Members of Employee Voice/Staff Matters and wider volunteers
1-2-1 meetings with the Leader of each Council	Cllr Alistair Bradley  Cllr Paul Foster
Technical Interview with another CEO	Tony Oakman – Bolton Council
Shared Services Appointment Panel	Shared appointments committee  NW Employers

13. Feedback at all stages of the selection process was very positive, and the view of internal and external stakeholders was that the candidate was suitable for the role.
14. Following a full interview by the Shared Services Joint Committee Appointments Panel, and consideration of the feedback from the assessment centre, the panel agreed unanimously that Chris Sinnott be recommended to Council for appointment as Shared Chief Executive.

# Agenda Item 13

## Climate change and air quality

15. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

16. The recruitment process has been undertaken in accordance with the agreed Recruitment, Selection, and On-boarding policy and there are no equality implications requiring consideration.

## Risk

17. There are no outstanding risks to Council agreeing this appointment. Failure to appoint a Chief Executive would introduce significant risks to the Council.

## Comments of the Statutory Finance Officer

18. The budget for the Chief Executive post is within the approved Council budget.

## Comments of the Monitoring Officer

19. The proposed appointment has been brought forward following council policies and procedures. The appointment to the role of chief executive is a council decision and it is proper this decision is made by full council.

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
Hollie Walmsley (HR Manager)	<a href="mailto:hollie.walmsley@southribble.gov.uk">hollie.walmsley@southribble.gov.uk</a>	01257 515372	07 April 2022

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Report of	Meeting	Date
Director of Planning and Development (Introduced by Cabinet Member (Planning, Business Support and Regeneration))	Council	Wednesday, 20 April 2022

Is this report confidential?	No
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Is this decision key?	Not applicable
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## Amendment Taxi licensing policy – Driver Knowledge Test

### Purpose of the Report

1. Considering the outcome of the consultation exercise undertaken between January and February 2022, and the approval by the Licensing & Public Safety Committee, this report invites members of the Council to formally adopt the changes to the Taxi Licensing policy following with regards to the local area knowledge test taken by all new applicants for a hackney/private hire drivers' licence.

### Recommendations to Council

2. Members are requested to note the contents of the report.
3. Members are requested to formally adopt the agreed proposal following the approval by the Licensing and Public Safety Committee on the 08/03/2022.

### Reasons for recommendations

4. Minor policy amendments are required to the existing Taxi Licensing policy. The necessary changes were highlighted in a report taken to committee 07/12/2022 and 08/03/2022 with various options considered by members of the Licensing and Public Safety Committee.

### Other options considered and rejected

5. All possible options have been considered by the committee in previous meetings, these options can be found within the body of the report. The age policy is due for renewal.

# Agenda Item 14

## 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. A detailed report was presented to members of the Licensing and public safety committee on 07/12/2021, advising a request was submitted in writing from SRBC licensed operators for a single use/ restricted private hire licence to be available from this licensing authority.
8. Officers advised the committee that for some time requests have been received by a number of operators for the possibility to have various aspects of the application process removed, mainly regarding the local area knowledge test.
9. These request have been received from an operator who only perform airport and corporate travel, and an operator who perform school contract work, who's drivers are performing work which is outside the borough or doesn't have the need for any local knowledge of the area.
10. These types of driver are normally employed by operators part-time, often retired and only perform one or two journeys per day, that could be taking a specific child to and from school or taking a booking to Manchester airport.
11. Operators are asking for members to consider removing the requirement for these types of drivers needing to pass a local area knowledge test as a requirement when first licenced for these type of drivers.

## Current Policy Wording

12. The current policy regarding new applicants' requirement to pass a local area knowledge test states;

### 5.8 Local Area Knowledge Test

The Council acknowledges that it is important to the travelling public that the drivers it licences have a good knowledge of the Borough and its boundaries, the Highway Code and the ability to comprehend and communicate effectively in English. All applicants for a new driver's licence for both types of licence will be required to pass either the hackney carriage or private hire knowledge test before they can be granted a licence. Where an applicant wishes to apply for both types of licence, they will only be required to pass the hackney carriage knowledge test.

Drivers who have been previously licensed by this Council who have allowed their licence to lapse for whatever reason will be required to pass the appropriate knowledge test before they can be granted a licence, even if they have passed a local knowledge test previously unless:

# Agenda Item 14

- They can demonstrate that they have held a licence for a continuous period of five years or more immediately prior to the expiry of their licence, and
- The application for a new licence is submitted within three months of the expiry of the previous licence.

## The Current Test

13. The knowledge test cost £25 per test, if after 3 attempts the applicant fails, applicants must then wait 4 weeks before they can take another test.

14. In order to pass the test, applicants must answer 15 out of 20 questions correctly.

15. Questions are asked on the following topics;

- Private Hire/Hackney Carriage Vehicle Conditions and Legislation (which can be found in our Taxi Licensing Policy).
- The Highway Code
- Places of interest within the Borough i.e. Pubs, Schools, Churches and Restaurants etc.
- Routes throughout the Borough
- South Ribble Borough Council's Boundaries
- Have a basic understanding of the English language
- Numeracy

## Committee Meeting 07/12/2021

16. At the meeting of 07/12/2021 officers explained that current test

17. A representative from a licenced operator "24/7 Ltd" addressed the committee and explained that they had been struggling to employ drivers since they started in Lancashire in March 2020 due to the local area knowledge tests in place.

18. The representative explained that the business was based within South Ribble and they would like to keep the business within the borough. It was provided that a lot of the school work was contracted through Lancashire County Council (LCC) and drivers were mainly collecting children to take them out of the borough to their school.

19. A second operator addressed the committee. He advised that his business had operated for 17 years and only undertook airport transfers.

20. They had been advertising for drivers since July and had not been able to employ a single driver due to the requirements in place for obtaining a PVH licence.

21. The operator went on to explain that if nothing changed his business would be forced to cease trading.

22. Officers advised of the options for members to consider;

- **Option 1** - To issue restricted single use Private Hire badges

# Agenda Item 14

- **Option 2** - Remove the knowledge test
  - **Option 3** - just remove the local area knowledge element of the test , keeping a “Competency Test” in place for English, Maths and highway code.
23. The policy wording for each of these options can be found within background document 1 – report of 07/12/2021.
  24. Members accepted that there was a national shortage of drivers and discussed the use of technology, how this could assist drivers and the drawbacks should the technology fail.
  25. Members considered the three options within the report and agreed to start consultation for all with signage for restricted use licences being included.
  26. Committee agree that the licensing section undertake a consultation exercise with stakeholders, on the proposed changes to the Taxi Licensing Policy and agree to receive a report on the outcome of the consultation exercise at a future meeting.

## **Committee Meeting 08/03/2022**

27. The Committee considered a report that provided feedback on the consultation carried out between January and February 2022. This report can be found attached as background document 2.
28. It was the Officer’s view that option 3 would be the best option.
29. Keeping the test in place but removing the local aspect of the test completely for all applicants, keeping a section of the test as a “competency Test” for basic English, Numeracy and a test for using a satellite navigation system.
30. The officer explained that technology has changed since the knowledge test was first implemented, which whilst drivers do need to still be able to communicate with their passengers, may need read a map, be able to hold a basic numeracy knowledge to be able to take payments, use taxi meters etc, the local aspect is now covered by navigation hardware within the vehicles.
31. The officer explained that the days of operators using radios, to communicate bookings to its drivers, had gone and operators now used PDA software. Bookings are distributed straight to drivers through the PDA’s, utilising satellite navigation within the PDA systems.
32. Officers had found that drivers were failing the test multiple times before getting licensed elsewhere. Resulting in an increased amount of out of town drivers operating in the South Ribble area, with Officers having no enforcement powers over these drivers.
33. The Officer explained, the test is restrictive and in its current form unnecessary, officers report that new drivers are turning down applying for badges with this authority as they can’t obtain a licence due to the knowledge test being too restrictive.



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34. Applicants are taking the test multiple times before giving up. Officers have found that this is having a knock-on effect, with the number of drivers applying for licences with this authority depleting, Operators also report, they are struggling to obtain new drivers.
35. Currently South Ribble have 4 licenced operators, who also hold operator licences with other authorities. Applicants are applying at neighbouring authorities where they find it easier to obtain badges, only to return to work in this area for these operators with licences issued by other authorities.
36. This is extremely counterproductive as this restricts the amount of enforcement power our officers have over these drivers.
37. At the meeting on 08/03/2022, members considered all proposals and agreed with the officer that Option 3 was the best preferred option, emphasising the need to keep the English and maths element of the test.
38. Drivers would also be asked to undertake a Sat Nav test to demonstrate their understanding on how they operated.

## **Hackney Carriage Driver Applicants**

39. The additional Hackney Test would remain in place and would not be changed, this test requires applicants to answer additional questions, relating to the additional knowledge required to be a hackney driver.
40. But hackney applicants would also benefit from the knowledge test changing, as they are also required to pass the knowledge test alongside the hackney Knowledge Test.

## **41. Proposed wording to the Taxi Licensing Policy**

### **5.8 Driver Competency Test**

The Council acknowledges that it is important to the travelling public that the drivers it licences have a good knowledge of the Highway Code, the ability to comprehend and communicate effectively in English and hold a basic knowledge of numerals.

All applicants for a new driver's licence for both types of licence will be required to pass The Driver Competency Test before they can be granted a licence.

Where an applicant wishes to apply for both types of licence, they will also be required to pass the hackney carriage knowledge test.

Drivers who have been previously licensed by this Council who have allowed their licence to lapse for whatever reason will be required to pass the appropriate test(s) before they can be granted a licence, unless:

- They can demonstrate that they have held a licence for a continuous period of five years or more immediately prior to the expiry of their licence, and

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- The application for a new licence is submitted within three months of the expiry of the previous licence.

## Climate change and air quality

42. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

43. Any equality implications have been addressed within the report.

## Risk

44. The elements of risk to the authority have been address within the body of the report.

## Comments of the Statutory Finance Officer

45. There are no significant financial implications of these changes.

## Comments of the Monitoring Officer

46. There are no significant legal implications as a result of the changes.

## Background documents

47. Background document 1 – Committee report 07/12/2022

Please see agenda Item 6 within the following link,

<https://southribble.moderngov.co.uk/ieListDocuments.aspx?CId=483&MId=2197&Ver=4>

48. Background Document 2 – Committee report 08/03/2022

Please see agenda item 5 within the following link

<https://southribble.moderngov.co.uk/ieListDocuments.aspx?CId=483&MId=2227&Ver=4>

Report Author:	Email:	Telephone:	Date:
Chris Ward (Licensing Manager)	christopher.ward@southribble.gov.uk	01772 625330	25/03/2022

Report of	Meeting	Date
Director of Planning and Development (Introduced by Cabinet Member (Planning, Business Support and Regeneration))	Council	Wednesday, 20 April 2022

Is this report confidential?	No
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Is this decision key?	Not applicable
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## Statutory HMRC Checks for Taxi/Private Hire Driver Applications

### Purpose of the Report

1. Considering the approval by the Licensing & Public Safety Committee, this report invites members of the council to formally adopt the changes to the Taxi Licensing policy to incorporate statutory HMRC checks to renewal applications for all licence hackney and Private Hire Drivers, operator licences and scrap metal licences

### Recommendations to Council

2. Members are requested to note the contents of the report.
3. Members are requested to formally adopt the agreed proposal following the approval by the Licensing and Public Safety Committee on the 8<sup>th</sup> March 2022.

### Reasons for recommendations

4. Minor policy amendments are required to the existing policy to meet the implied Statutory HMRC checks for Hackney and Private Hire Drivers, operator licences and scrap metal licences. The necessary changes were highlighted in a report taken to committee in 08<sup>th</sup> March 2022.

### Other options considered and rejected

5. There are no other options it is a statutory requirement for councils to implement this into their renewal applications for;

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- Hackney and Private Hire renewal applications
- Operator renewal Applications
- Scrap metal renewal applications.

## 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 government is putting in place new tax requirements for applications to certain licences from 4 April 2022. This is supported by a new digital service, being developed by HMRC.
8. From 4 April 2022, there will be a small addition to the checks our licensing team perform when renewal applications are received for the following types of licences;
  - Hackney and Private Hire renewal applications
  - Operator renewal Applications
  - Scrap metal renewal applications.
9. The check is simply to confirm that someone is appropriately registered for tax. The check will only be required for renewal applications.
10. Applicants will be able to complete this tax check on GOV.UK, through their Government Gateway account.
11. They will only need to answer a few questions to tell HMRC how they pay any tax that may be due on income they earn from the licensed trade.
12. The tax check should only take a few minutes.
13. When applicants have completed the tax check, they'll get a code.
14. This code is then presented as part of the application documentation.
15. Licensing officers will not proceed with applications for renewals until the tax check is completed and they've received the code.
16. Officers will then enter the tax code into the gov.uk website for confirmation from HMRC that they have completed the tax check.
17. The following fact sheet has been provided by central government, it provides information and links to for the process of obtaining a tax check code.  
<https://www.gov.uk/government/publications/licence-application-tax-check-communications-resources/tax-check-factsheet>

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18. Officers will update the application forms for renewal applications in line with the requirements of the HMRC for applications forms for the required licence types, regarding taxi licensing and Scrap metal Licensing.
19. No policy updates are required for Scrap metal licensing, but they are for taxi Licensing.

## **Licensing and Public Safety Committee meeting 08/03/2022**

20. A report highlighting the required changes to policy was presented at committee on 08//03/2022, which sought approval to adopt the statutory HMRC checks to renewal applications for all licensed Hackney and Private Hire Drivers, operator licences and scrap metal licences.
21. The officer explained that the government had implemented new tax requirements for applications for certain license from April 2022. The check would be confirming that someone is appropriately registered for tax and would only be required for renewal applications.
22. The committee considered the report and recommend the approval of the Statutory HMRC checks, to be implemented within the Taxi Licensing Policy and refer this decision to the next meeting of Full Council for a decision.

## **Proposed wording to the Taxi Licensing Policy**

23.
  - 5.10 All applicants upon renewal of a current hackney and private Hire Drivers Licence are required perform a tax check via the Gov.uk website and obtain a “tax check code”.

This code must then present as part of the renewal application documentation.

Applicants must authorise via declaration on the application form, the licensing authority to undertake checks with HMRC. Officers will then enter the tax code into the gov.uk website for confirmation from HMRC that they have completed the tax check. .

Applications for will not proceed with applications for renewals until the tax check is completed and they've received the code.

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### 5.1 Fit and Proper Person Test

During the application process the Council will undertake a number of checks to gather the information necessary to assess the suitability of the applicant. Factors that will be taken into account when reaching a decision include:

- Criminality (whether the applicant has any criminal convictions or cautions), including non-conviction information disclosed in an Enhanced DBS Disclosure, or where the individual appears on the child or adult barred list

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- Driving licence - entitlement to drive in the UK and number of endorsed penalty points
- Right to work in the UK
- Medical fitness
- Conduct of the applicant during the application process
- Previous licensing history
- Knowledge of the Borough
- **HMRC Check Code**

This is not an exhaustive list of the matters that will be considered and further information will be sought from other agencies such as the Police, Safeguarding Boards and other licensing authorities as appropriate.

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## 9.2 Application procedure

The Council invites applications from private hire operators via the on-line forms that can be found on its website. Applicants who are unable to access the electronic forms may call into the Civic Centre during office hours, where a member of the Gateway Team will assist them. All Private Hire Operator Licenses clearly indicate the expiry date of the licence. It is the responsibility of the operator to ensure that a valid application is submitted to the Council before the licence expires. Applications will not be determined until the applicant is able to produce original evidence of:-

- Valid, appropriate insurance policy(s)
  - Valid driving licence
  - Basic Disclosure Certificate issued no more than 1 month prior to the application.
  - Payment of the appropriate fee
  - **HMRC check Code**
- 

9.10 All applicants upon renewal of a private Hire Operator Licence are required perform a tax check via the Gov.uk website and obtain a "tax check code".

This code must then present as part of the renewal application documentation.

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Applicants must authorise via declaration on the application form, the licensing authority to undertake checks with HMRC. Officers will then enter the tax code into the gov.uk website for confirmation from HMRC that they have completed the tax check. .

Applications for will not proceed with applications for renewals until the tax check is completed and they've received the code.

## Climate change and air quality

24. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

25. There are no equality implications within this report, this is a mandatory function the licensing authority must perform from 04/04/2022.

## Risk

26. The HMRC check is mandatory, if the council does not commence the procedure of the checks within its renewal applications for the mentioned licence types, then it risks the consequence of action from central government.
27. If the Council fails to implement the mandatory checks, it may be challenged when exercising its licensing functions through several routes, e.g. service complaints to the Local Government and Social Care Ombudsman and judicial review. Conversely, by implementing the required checks, the Council is complying with its legal obligation.

## Comments of the Statutory Finance Officer

28. There are no significant financial implications of this report.

## Comments of the Monitoring Officer

29. The changes are required due to a change in legislation, which is due to become effective from 4 April 2022.

## Background documents

30. Background Document 1 – Committee report 08/03/2022

Please see agenda item 7 within the following link

<https://southribble.moderngov.co.uk/ieListDocuments.aspx?CIId=483&MIId=2227&Ver=4>

Report Author:	Email:	Telephone:	Date:
Chris Ward (Licensing Manager)	christopher.ward@southribble.gov.uk	01772 625330	25/03/2022

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

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