

Cabinet

Wednesday, 19th January, 2022, 6.00 pm

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

Information for members of Council and members of the public

Please note, following the Government announcement of further restrictions as a result of the rising COVID-19 cases and the new Omicron variant, the Council has reintroduced social distancing and requirements for face masks to be worn in the Civic Centre.

This meeting will be available to view live on [You Tube](#) here.

If you have any queries, please contact democraticservices@southribble.gov.uk

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

Minutes of the last meeting held on 15 December 2021 attached to be signed as a correct record.

(Pages 5 - 10)

4 Notice of Executive Decisions / Cabinet Forward Plan

The [Notice of Executive Decisions / Cabinet Forward Plan for the period 1 January 2022 – 31 December 2022](#) is available on the Council's website.

(Pages 11 - 42)

A copy of the latest Plan, as of the date of the publication of this agenda, is attached.

Items of the Leader of the Council and Cabinet Member (Strategy and Reform)

5 Nomination of Mayor-elect and Deputy Mayor-elect for 2022/2023 (Pages 43 - 48)

Report of the Director of Governance and Monitoring Officer attached.

Items of the Cabinet Member (Finance, Property and Assets)

6 Fees and Charges 2022/23 (Pages 49 - 78)

Report of the Director of Finance and Section 151 officer attached.

7 Birch Avenue Playground Refurbishment Budget (Pages 79 - 82)

Report of the Director of Customer and Digital attached.

8 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).

9 Extra Care (West Paddock) Project Update (Pages 83 - 110)

Report of the Director of Commercial attached.

Items of the Cabinet Member (Planning, Business Support and Regeneration)

10 Leyland Town Deal - Procurement Strategy

(Pages 111 - 152)

Report of the Director of Commercial attached.

Items of the Cabinet Member (Communities, Social Justice and Wealth Building)

11 Shared Customer Services and Revenue & Benefits Review

(To Follow)

Report of Director of Customer and Digital to follow.

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Cabinet Councillors Paul Foster (Chair), Mick Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans and Matthew Tomlinson

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings

6.00 pm Wednesday, 9 February 2022 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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Agenda Item 3



Minutes of	Cabinet
Meeting date	Wednesday, 15 December 2021
Members present::	Councillors Paul Foster (Chair), Mick Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans and Matthew Tomlinson
Officers:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Jennifer Mullin (Director of Communities), Asim Khan (Director of Customer and Digital), Louise Mattinson (Director of Finance and Section 151 Officer), Mark Lester (Director of Commercial Services), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer) and Clare Gornall (Democratic and Member Services Officer)
Other members and officers:	Councillors Alty, Bretherton, Hesketh, Mary Green, Michael Green, Ogilvie, Martin, Trafford, Walton, Wooldridge.
Public:	0

65 Apologies for Absence

There were none.

The Leader of the Council announced that he had agreed to the inclusion of a late item to the agenda - Award of Contract for Vernon Carus Sports Club. The urgency of the decision had been agreed by the Mayor in accordance with accordance with paragraph 5.5 of Part 4C of the Council's Constitution.

66 Minutes of the Last Meeting

The minutes of 17 November 2021 were presented for approval.

Councillor Ogilvie referred to Minute 62 – Refurbishment of the Holme Playground, Bamber Bridge and confirmed that he had received a written response.

Decision made

That the minutes of the meeting held on 17 November 2021 be noted and signed as a correct record.

67 Declarations of Interest

There were none.

68 Notice of Executive Decisions / Cabinet Forward Plan

The latest Notice of Executive Decisions / Cabinet Forward Plan for the period 1 December 2021 – 30 November 2022 was presented for information.

Decision made

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That the Notice of Executive Decisions / Cabinet Forward Plan for the period 1 December 2021 – 30 November 2022 be noted.

69 Communities Service Update

The Cabinet Member (Social Justice, Communities and Wealth Building) presented a report of the Director of Communities providing an update on the work of the Communities Service, including progress on the Review of Community Involvement.

In response to an issue raised in relation Community Hubs i.e. negative comments in the questionnaire, the Cabinet Member indicated that she had discussed them with officers, however ultimately it was a matter for the Community Hub Chairs to address.

A question was asked about progress regarding the Youth Council. The Cabinet Member (Social Justice, Communities and Wealth Building) indicated that a report was being prepared and would be submitted to Cabinet, however in the meantime a written update would be provided to Councillor Ogilvie. Councillor Trafford, Leader Member for Youth and Mental Health Awareness gave verbal update including the priorities identified such as period poverty and knife crime. He was happy to be contacted for further information.

An enquiry was made about a Community Hub project. The Cabinet Member indicated that the Chairs and Vice Chairs of Community Hubs meet on a monthly basis and that members should approach the Chair of their Community Hub to discuss suggestions.

Decision made

1. That the work of the Communities Service be noted.
2. That the evaluation of Community Hubs be noted and that the continuation of the current model be agreed.

Reasons for recommendations

This report is for information and follows on from the update provided to Cabinet in June this year.

In addition to providing a position statement on the progress of Community Hubs in relation to the cross-party review of community involvement, a snapshot of wider work across the Communities Service was provided. Other options considered and rejected

None.

70 Moss Side Community Centre Update

The Cabinet Member (Social Justice, Communities and Wealth Building) presented a report of the Director of Communities informing Cabinet of the findings and recommendations of the Moss Side Community Centre Task Group. The report sought approval on resource and management arrangements for the Centre going forward.

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Decision made

1. To approve the proposals of the task group, as listed in paragraphs 25 to 34.
2. To approve the creation of a new £16,000 revenue budget, to support the operational management of the community centre.
3. To agree to give delegated authority to the Cabinet Member (Finance, Property and Assets) to create a charging structure, general conditions for community use and determine staffing requirements.

Reasons for Decision

Recommendations were made following a robust public consultation exercise and appraisal by a member task group. The task group was satisfied that the proposals in the report are in the best interests of both existing centre users, and the wider community who are potential users.

Creation of a new revenue budget, a charging structure, usage conditions and staffing requirements are key to the effective management of the community centre, and its ongoing sustainability.

Alternative options considered and rejected

The task group has considered and rejected a number of alternative options, including external management of the community centre, and revocation of existing user licences to create a 'clean slate' for provision in the centre. By discussion and consensus, task group members have rejected alternatives, as not being in the best interests of the local community at the current time.

71 Leyland Town Deal - Stage 2 Designs

The Cabinet Member (Planning, Business Support and Regeneration) presented a report of the Director of Planning and Development giving details of the Stage 2 designs for the Leyland Town Deal.

Decision made

That the Stage 2 designs for the Leyland Town Deal be noted.

Reasons for decision

The initial concept design (stage 2) has been produced in line with the design brief established in stage 1, which has now been presented to the client and appended for consideration by Members.

A series of stakeholder consultation events were undertaken week commencing 22 November 2021, with a project staff and members consultation on 11 November 2021. The various stakeholder consultation events were scheduled with various stakeholder groups and provided an opportunity for these stakeholders to see and learn more about the designs and provide feedback via an online survey.

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Alternative options considered and rejected

Other options considered and rejected were not applicable. A formal stakeholder engagement plan had been established and agreed at the Leyland Town Deal Board. This plan comprised a pressing pre-delivery programme related to internal governance, stakeholder engagement and feedback, all in line with the RIBA work stages.

The option of submitting this decision to a later Cabinet would not be feasible as this would not align with the pressing pre-delivery programme involved for the town deal funding business case submission, alongside other reporting requirements.

72 Urgent Item - Delivery of Improvement works at Vernon Carus Sports Club

In accordance with paragraph 5.5 of Part 4C of the Council's Constitution, the Mayor agreed that the following be considered as a matter of urgency for the reasons that the Council has only just received the cost information to allow the contract to be awarded and contract procedure rules need to be waived for the project to deliver to the set timescales.

The Cabinet Member (Finance, Property and Assets) presented a report of the Director of Commercial Services seeking approval to depart from Contract Procedure rules and to delegate the award of a contract to undertake refurbishment works at Vernon Carus Sports Club.

Councillor Walton, Leader of the Opposition, expressed concerns about the lack of notice given for this proposed decision. She made a comment about the use of urgency procedures, which the Leader disputed. Councillor Walton was invited to put her views in writing.

The Cabinet Member (Finance, Property and Assets) confirmed that when the Executive Member Decision was approved, information would be accessible to members.

Decision made

1. That a waiver of relevant contract procedure rules is granted in line with the South Ribble Borough Council Constitution.
2. That any changes to the scope of works or spend within the approved budget levels are delegated to the Director of Commercial Services in consultation with the Cabinet Member (Finance, Property and Assets)
3. That approval of the contract award is delegated to the Cabinet Member (Finance, Property and Assets).

Reasons for decision

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To meet the small window of opportunity for refurbishment of the club between January and April, following commitments to venue hire and prior to the start of the cricket season.

To reflect the current market conditions in the construction industry and the limited availability of contractors to undertake the works in the required timescale, which have been particularly exacerbated by the Covid pandemic.

Alternative options considered and rejected

A formal tender process was considered but not pursued as this would not enable the works to be completed in the required closed season period.

73 Exclusion of Press and Public

Decision made

That the press and public be excluded from the following items of business on the grounds of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

74 Approval for Contract Procedure and Award for the Procurement of ICT hardware and software support

The Cabinet Member (Social Justice, Communities and Wealth Building) presented a report of the Director of Customer and Digital informing members of the proposed shared procurement for ICT hardware, software and support to seek agreement to the sharing of costs and assessment criteria. The report followed on from a report to Cabinet on 10 February 2021 requesting approval for a number of joint procurements for hardware, software and support services.

An addendum to the report was also presented, seeking approval for the direct contract award for use across South Ribble and Chorley Council for time management and door access. The addendum proposed that the contracts will not be joint but will be separate for each Council; that capital costs are funded from Facilities, and software costs are funded from ICT; and explained the procurement route.

Decision made

That with regard to the addendum to the main report:-

1. Cabinet approves the direct award for the delivery of a time management and door access system and associated implementation as detailed in the addendum to the report;

That with regard to the main report, Cabinet agrees to:-

2. With the exception of the contract referred to above at (1), approve the contract award procedure for a number of further joint procurements outlined at Appendix 1 for software, hardware and support services;

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3. To approve carrying out appropriate tender exercises via the councils' e-procurement portal (The Chest) or alternatively the use of existing procurement frameworks such as Crown Commercial Services or similar;
4. To approve evaluation criteria of 80% cost and 20% quality where appropriate;
5. To waive the requirement to use the Social Value Portal;
6. That the decision to award the contracts is delegated to the Cabinet Member (Communities, Social Justice and Wealth Building).

Reasons for decision

With regard to the decision at (1), the Councils wished to award a door access and time management solution via a direct award. Following negotiations directly with the current provider the Council had reached a compelling commercial position as detailed in the report.

With regard to decisions at (2 – 6), by jointly procuring the remaining contracts it ensures alignment of software and hardware across both Authorities supporting Shared Services.

Other options considered and rejected

With regard to the decision at (1), the Cabinet was comfortable procuring this directly as it demonstrated best value for money.

With regard to the decisions at (2 – 6), each Council could procure software independently, but this would make it very difficult to align software or services in future.

Chair

Date

South Ribble Council Forward Plan – Notice of Executive Decisions

For the Period: 1 January 2022 - 31 December 2022

This document is a notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

It gives 28 days' notice of the following:

- 1) 'key' decisions and other major decisions which the Cabinet expects to take during the next twelve month period;
- 2) decisions that are likely to be taken in private; and
- 3) individual Executive Member Decisions under delegated powers that are likely to be taken in private.

The document is updated as required and is available to the public on the Council's website at www.southribble.gov.uk.

Key Decisions

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

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

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

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

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

Leader of the Council and Cabinet Member (Strategy and Reform)	Councillor Paul Foster
Deputy Leader and Cabinet Member (Health and Wellbeing)	Councillor Mick Titherington
Cabinet Member (Communities, Social Justice and Wealth Building)	Councillor Aniela Bylinski Gelder
Cabinet Member (Finance, Property and Assets)	Councillor Matthew Tomlinson

Decisions to be taken in private

Whilst the majority of the Cabinet and individual Executive Member decisions listed in this Forward Plan will be open to the public to attend, there may be some decisions to be considered that contain confidential, commercially sensitive or personal information.

This Forward Plan is a formal notice that some of the decisions listed will be held in private because the report will contain exempt information listed under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:

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

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.southribble.gov.uk.

If there are any queries, including objections to items being considered in private, please contact the Council on 01772 625309 or email clare.gornall@southribble.gov.uk.

Gary Hall
Chief Executive

Last updated: 11 January 2022

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
List of A) Key decisions to be taken by the Cabinet and B) decisions which the Cabinet expects to take in private							
Fees and Charges 2022/23	Cabinet Council	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	19 Jan 2022 26 Jan 2022	Open	None	Report of the Director of Finance and Section 151 Officer
Shared Customer Services and Revenue & Benefits Review	Cabinet	Cabinet Member (Communities, Social Justice and Wealth Building)		19 Jan 2022	Fully exempt This report is likely to contain information relating to an individual.	None	Report of the Director of Customer and Digital
Leyland Town Deal - Procurement Strategy	Cabinet	Cabinet Member (Planning, Business Support and Regeneration)		19 Jan 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	None	Report of the Director of Planning and Development, Director of Commercial

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Extra Care (West Paddock) Project Update	Cabinet	Cabinet Member (Finance, Property and Assets)		19 Jan 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	Procurement Strategy – Extra Care (West Paddock) – Cabinet – Nov 21	Report of the Director of Commercial
Birch Avenue Play Area - Revised Budget	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	19 Jan 2022	Open	None	Report of the Director of Customer and Digital
New Sub-lease at Forward Industrial Estate	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	9 Feb 2022	Fully exempt This report is likely to contain information relating to the business / financial affairs of the Council and/or a third party.	None	Report of the Director of Commercial

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Award of Contract for work to re-model Bamber Bridge and Leyland Leisure Centres	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	9 Feb 2022	Fully exempt This decision is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	None	Report of the Director of Commercial
Review of Council Tax Support Scheme	Cabinet	Cabinet Member (Communities, Social Justice and Wealth Building)	Significant effect in 2 or more Council wards.	9 Feb 2022	Open	None	Report of the Director of Customer and Digital
Leyland Town Deal - Land Acquisitions	Cabinet	Cabinet Member (Planning, Business Support and Regeneration)	Expenditure / Savings higher than £100,000	February 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	None	Report of the Director of Planning and Development, Director of Commercial

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Moss Side Playground Refurbishment	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	Feb 2022	Open	None	Report of the Director of Customer and Digital
Procurement - Way forward	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	March 2022	Fully exempt This item is likely to contain information relating to an individual.	None	Report of the Director of Governance and Monitoring Officer
Council Housing Delivery Programme	Cabinet	Cabinet Member (Planning, Business Support and Regeneration)	Significant effect in 2 or more Council wards.	22 Mar 2022	Open	None	Report of the Director of Planning and Development
Revenue and Capital Budget Monitoring Quarter 3	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	22 Mar 2022	Open	None	Report of the Director of Finance and Section 151 Officer

List of decisions by Individual Executive Members expected to be taken in private or are key decisions

Leader of the Council and Cabinet Member (Strategy and Reform)

Cabinet Member (Finance, Property and Assets)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Award of contract for upgrade of existing Interceptor at Moss Side Depot	Cabinet Member (Finance, Property and Assets)	Cabinet Member (Finance, Property and Assets)		January 2022	Fully exempt This report is likely to contain information relating to the financial or business affairs of the Council and/or a third party.	None	Report of the Director of Commercial
Refurbishment of The Depot Toilets and Showers	Cabinet Member (Finance, Property and Assets)	Cabinet Member (Finance, Property and Assets)		7 Feb 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	None	Report of the Director of Commercial
Setting up an Electrical Framework for Planned and reactive maintenance	Cabinet Member (Finance, Property and Assets)	Cabinet Member (Finance, Property and Assets)	Significant effect in 2 or more Council wards.	January 2022	Fully exempt This report contains information relating to the financial/business affairs of the Council and/or a third party.	None	Report of the Director of Commercial

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
West Paddock Extra Care - Procurement Strategy - Award of Contract for Stage 1 and Stage 2	Cabinet Member (Finance, Property and Assets)	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	None	Report of the Director of Commercial
Extra Care Scheme (West Paddock) Main Contractor Award	Cabinet Member (Finance, Property and Assets)	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	6 Feb 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	None	Report of the Director of Commercial
Cabinet Member (Communities, Social Justice and Wealth Building)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Elections Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt This report is likely to contain information relating to the financial or business affairs of the Council and/or a third party.	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Regulatory Services Case Management and Document System	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Document Management for Revenues and Benefits	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of GIS Mapping System	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Microsoft Licensing Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Remote Desktop Solution	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of ICT Helpdesk	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval for the Contract Award for the Procurement of Anti-virus Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for the Contract Award for the Procurement of Asset Management	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Mobile Contract	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of WiFi	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Housing Registers Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Website Accessibility Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Intranet Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Case Management System	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Printers	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Mobile Devices	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for IT Procurement - Review of Desktop Solution	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of CCTV	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Third Party Support (for items such as networking, infrastructure, CCTV)	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for Procurement of Hybrid Mail	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for Procurement of Physical Post	Cabinet Member (Communities, Social Justice and Wealth Building)			January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for Procurement of Direct Debit Processing	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital
Approval of Contract Award for Procurement of Payment Schemes Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Report to Cabinet 10 Feb 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Mobile Hardware	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of contract award for the procurement of networking hardware	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of contract award for the procurement of Server estate	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Hardware to support remote working	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement a Document Management Solution	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Connectivity - CCTV, Phones. Wifi, point to point connections, data	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract award for the procurement of legal case management system	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Burials and memorial solution	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report contains information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the procurement of Audit Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / Business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Meeting room technology	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for Virtual Mailroom	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Approval of Contract Award for the Procurement of Customer Relationship Management Software	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report is likely to contain information relating to the financial / business affairs of the Council and/or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval of Contract Award for the Procurement of Third party support for items such as Professional Services to support the implementation of new technology	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt This report contains information relating to the financial / business affairs of the Council and / or a third party.	Report to Cabinet 15 December 2021	Report of the Director of Customer and Digital
Leisure Services Software Contract Award	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	None	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Time Recording Software Contract Award	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	None	Report of the Director of Customer and Digital
Garden Waste Direct Debit Software Contract Award	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)	Expenditure / Savings higher than £100,000	January 2022	Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	None	Report of the Director of Customer and Digital

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Garden Waste Stickers Contract Award	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	None	Report of the Director of Customer and Digital
Request for funds to allow external contractors to complete pruning and removal works to trees affected by ash dieback disease.	Cabinet Member (Communities, Social Justice and Wealth Building)	Cabinet Member (Communities, Social Justice and Wealth Building)		January 2022	Fully exempt The report is likely to contain information relating to the financial / business affairs of the Council and / or a third party.	None	Report of the Director of Customer and Digital
Deputy Leader and Cabinet Member (Health and Wellbeing)							
Cabinet Member (Planning, Business Support and Regeneration)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Public Car Park Inspection Policy	Cabinet Member (Planning, Business Support and Regeneration)	Cabinet Member (Planning, Business Support and Regeneration)	Significant effect in 2 or more Council wards.	January 2022	Open	None	Report of the Director of Customer and Digital
Leyland Town Deal - Stage 2 Designs Approval	Cabinet Member (Planning, Business Support and Regeneration)	Cabinet Member (Planning, Business Support and Regeneration)		January 2022	Fully exempt This report is likely to contain information relating to the business / financial affairs of the Council and / or a third party.	None	Report of the Director of Planning and Development, Director of Commercial

C) List of Lead Members

Lead Member for Youth and Mental Health Awareness - Councillor M Trafford

To present an Annual report to Cabinet on work during the 2021/22 municipal year

Lead Member for Equality and Social Justice - Councillor J Alty

To present an annual report to Cabinet on work during the 2021/22 municipal year

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
<p>Lead Member for Climate Change - Councillor K Martin</p> <p>To present an Annual Report to Cabinet on work during the 2021/22 municipal year</p>							

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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))	Cabinet	Wednesday, 19 January 2022
	Council	Wednesday, 26 January 2022
Is this decision key?		No

Is this report confidential?	No
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Nomination of Mayor-elect and Deputy Mayor-elect for 2022/2023

Purpose of the Report

1. The purpose of this report is to allow Cabinet to nominate the Mayor-elect and Deputy Mayor-elect for 2022/2023 (with a view to becoming Mayor 2023/2024) and to put forward a protocol for the selection of future Mayors based on length of service and political rotation to Full Council.

Recommendations to Cabinet

Cabinet agrees:

2. That Councillor David Howarth be nominated as Mayor-elect for 2022-2023.
3. That Deputy Mayor for 2022-2023 be nominated at the meeting with a view to becoming Mayor in 2023-2024.
4. That from 2024-25 the Mayor be nominated on the basis of length of service and being a member of the Conservative Group as outlined in this report.

Recommendations to Council

Council agrees:

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5. That Councillor David Howarth be nominated as Mayor-elect for 2022-2023.
6. That Deputy Mayor for 2022-2023 be nominated at the meeting with a view to becoming Mayor in 2023-2024.
7. That from 2024-25 the Mayor be nominated on the basis of length of service and being a member of the Conservative Group as outlined in this report.

Reasons for recommendations

8. To ensure that the Mayor is appointed by the Council for the next municipal year.

Other options considered and rejected

9. Not applicable as legally we must appoint a Mayor to chair council meetings and undertake the required duties within the Council's constitution.

Corporate priorities

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

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

Background to the report

11. Each year Cabinet nominates to Council the Mayor-elect and Deputy Mayor-elect for the following municipal year (May to May).
12. Traditionally the Deputy Mayor becomes Mayor-elect is nominated and a new Deputy Mayor-election is nominated.

Nomination of Mayor-elect and Deputy Mayor-elect

13. It is proposed that Councillor David Howarth be nominated as Mayor-elect for the 2022-2023 municipal year.
14. The nomination for Deputy Mayor-elect for 2022-2023 with a view to becoming Mayor-elect from 2023-2024, subject to the council elections, will be put forward at the meeting.

Protocol for selecting nominations for Mayor

Agenda Item 5

15. Over recent years there has been some discussion about how best to select nominations to become Mayor with a number of informal mechanisms used previously.
16. As the Mayor must be politically impartial in their role it is felt that a more objective way of selecting nominations for Mayor be adopted for the Deputy Mayor appointment in 2023/2024 with a view to them being Mayor for 2024-2025.
17. It is proposed that the nomination for Mayor be based on the number of years of service as a Member of the Council and that this be by rotation across the political groups on the Council.
18. In practice this would mean that the Mayor for 2024-2025 would be from the Conservative Group and in subsequent years rotated around the other political groups in the order of the number of seats held at that time.
19. A list of Members who have not yet served as Mayor in the order of their length of service is attached at Appendix 1.
20. The existing practice of Deputy Mayor becoming Mayor would continue and a Member may only serve as Mayor once.
21. The Member may opt to decline the offer of Mayor. Where this is the case, the Member declining the role will be kept on the list in order of length of service and will be re-considered the following time it is that political group's turn to nominate.
22. Neither the Leader or any Cabinet Member can be elected as Mayor or Deputy Mayor.
23. Where a member may have joined the Council at the same election as another Member and shares the same number of years of service, the offer will be decided in alphabetical order of their surname.
24. Those nominated will be reminded of the importance of the Mayoralty being politically impartial, the time commitment required and maintaining high ethical standards in upholding the Council's constitution and code of conduct.

Climate change and air quality

25. The proposals in this report do not impact the climate change and sustainability targets of the Council's green agenda and all environmental considerations are in place.

Equality and diversity

26. The proposed protocol for making nominations for Mayor provides a more objective approach and therefore promotes greater equality of opportunity.

Risk

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27. There are no risks as a result of this report.

Comments of the Statutory Finance Officer

28. There are no financial implications as a result of this report as the costs associated with the Mayoralty are already included within the Council's budgets.

Comments of the Monitoring Officer

29. This report meets statutory and constitutional requirements.

Background documents

There are none.

Appendices

Appendix 1 – List of Members who have not yet served as Mayor in the order of their length of service.

Report Author:	Email:	Telephone:	Date:
Shared Services Lead - Democratic, Scrutiny & Electoral Services	dcranshaw@southribble.gov.uk	01772 625512	18/12/21

Agenda Item 5

Appendix 1

List of Members who have not yet served as Mayor in the order of their length of service on the Council

Dated Elected to the Council (including any broken service)	Name of Member
4 May 1995 (<i>broken 3 May 2007 to 6 May 2011</i>)	Evans, Bill
4 May 1995 (<i>broken 3 May 2007 to 2 May 2013</i>)	Howarth, David
6 May 1999 (<i>broken 3 May 2007 to 6 May 2011</i>)	Forrest, Derek
1 May 2003	Coulton, Colin
1 May 2003	Green, Michael
1 May 2003	Mullineaux, Peter
3 May 2007	Foster, Paul
3 May 2007	Smith, Phil
1 May 2003 (<i>broken 3 May 2007 to 13 October 2011</i>)	Higgins, Mick
16 Mar 2017 (<i>broken 10 May 2011 to 15 March 2017</i>)	Chisholm, Carol
3 May 2007 (<i>broken 6 May 2011 to 2 May 2013</i>)	Ogilvie, Alan
4 June 2009	Tomlinson, Caleb
6 May 2010	Moon, Caroline
3 May 2007 (<i>broken 7 May 2011 to 5 May 2015</i>)	Blow, Renee
5 May 2011	Jones, Susan
5 May 2011	Martin, Keith
5 May 2011	Mort, Jacqueline
4 May 1995 (<i>broken 5 May 1999 to May 2019</i>)	Wooldridge, Carol
7 May 2015	Walton, Karen
7 May 2015	Watkinson, Ian

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Dated Elected to the Council (including any broken service)	Name of Member
7 May 2015	Wharton-Hardman, Paul
5 May 2016	Donoghue, Mal
3 May 2007 (<i>broken 4 May 2011 to 6 May 2021</i>)	Buttery, Julie
7 May 2019	Adams, Will
7 May 2019	Alty, Jacky
7 May 2019	Bretherton, Damian
7 May 2019	Bylinski Gelder, Aniela
7 May 2019	Campbell, Matt
7 May 2019	Flannery, James
7 May 2019	Lomax, Chris
7 May 2019	Sharples, Colin
7 May 2019	Shaw, David
7 May 2019	Thurlbourn, Stephen
7 May 2019	Trafford, Matthew
7 May 2019	Turner, Angela
23 October 2019	Watson, Gareth
6 May 2021	Unsworth, Kath
18 November 2021	Hunter, Clare

Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance, Property and Assets))	Cabinet	19 th January 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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2022/23 Fees and Charges

Purpose of the Report

1. This report sets out the current position around fees and charges and proposals for 2022/23.

Recommendations to Cabinet

2. To note the current levels of budgeted fees and charges and issues specific to these.
3. To agree a freeze in fees and charges for the 22/23 financial year.
4. To approve the full list of fees and charges for upload to the Council website.

Executive summary

5. This report sets out the key fees and charges budgets and the income generated from each.

Reasons for Recommendations

6. To note the levels of budgeted fees and charges and information surrounding these.

Alternative Options Considered and Rejected

7. None

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Corporate priorities

8. The report relates to the following corporate priorities:

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

Background to the report

9. During the pandemic, central government introduced a fees and charges compensation scheme for local authorities, covering the period from April 2020 to June 2021; this provided partial compensation for the losses that councils had incurred in the level of fees and charges earned. In many areas, the level of fees and charges income received in 20/21 and 21/22 has not been representative of that earned in previous years, and there is still a degree of uncertainty over the level that will be achieved going forward as we continue through the Covid-19 crisis. However, whilst we have seen indications that the majority of fees and charges are beginning to return to 'normal' levels, there remains some uncertainty with the emergence and rapid spread of the Omicron variant of the virus

Fees and Charges Position

10. Appendix 1 details the key fees and charges budgets across a number of categories. It should be noted however, that the tables are not exhaustive or exclusive but give an indication of the core fees involved.

11. Table 1 provides details of those charges over which the Council has no control in setting the amount that can be charged. The largest of these relates to planning application fees. Whilst the fee is not within local control, it is the volume of the applications which can significantly impact upon this budget and the income generated, as it can vary significantly depending on the size and number of applications.

12. Table 2 illustrates the specific fees and charges that generate an income of greater than £50k. The largest of these relate to the Councils investment sites. Outside of these charges the biggest income streams relate to Garden Waste, Trade waste and vehicle maintenance.

13. Table 3 shows the fees and charges that generally have been increased by a given percentage, or through an inflationary uplift, as opposed to being subject to a full, formal review. The proposal is to freeze these fees and charges for 22/23.

14. Table 4 is the key table for where changes in charges can generate more significant amounts of income. An update on some of these charges is below:

- Other Investment Rentals and Leases are negotiated on a case by case basis to ensure the maximum benefit. Income has remained largely stable across these categories other than that given by way of abatement during Covid.
- Car Parking fees have been impacted during the Covid period however a review of this was already undertaken in 20/21 for implementation in 21/22
- Building control fees are regularly reviewed to ensure they are covering relevant costs.

Agenda Item 6

- Market Rents are generally considered separately and have been increased on an ad hoc basis as traders have changed.
- Garden Waste collection – this fee has remained fixed for a number of years. Rising demand has seen an increase in income overall.
- Trade waste has been reviewed and increased in 21/22

Fees and Charges Proposals

15. Having reviewed those categories of fees and charges that have generally been increased by a given percentage, or through an inflationary uplift, (Table 3), it is not proposed to make any changes to these fees and charges at this time given the financial impact of the pandemic on many of our residents and business.

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. None

Risk

18. Please summarise the key risks identified in any risk assessments.

Comments of the Statutory Finance Officer

19. The financial implications relating to the review of fees and charges for 2022/23 are outlined within the report and the supporting appendices.
20. Based on the published rates for October 2021, RPI was 6.0% and CPI stood at 4.2%; the forecast is for inflation to continue to rise. By freezing the level of fees and charges for those categories detailed in Table 3 of Appendix 1 (i.e. those that have generally been increased by a given percentage or an inflationary uplift in the past), based on the rate of CPI noted above and the forecast level of income for 21/22, the council would forego the potential to generate a further £5k of income in 2022/23.

Comments of the Monitoring Officer

21. None

Background documents

22. There are no background papers to this report.

Appendices

- Appendix 1 – Fees and Charges Tables
Appendix 2 – Detailed Fees and Charges List

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Report Author:	Email:	Telephone:	Date:
Neil Halton (Principal Management Accountant)	neil.halton@southribble.gov.uk		20/12/21

Appendix 1 Fees and Charges Tables

Table 1: Fees and Charges Over Which The Council has no Control

New Name	Total 000's
Parking Fines	(25)
Contaminated Land & Air Quality	(19)
Gambling Licences	(12)
Other Licences	(76)
Prosecutions / Fines	(18)
Inspection Fees	(4)
Planning Application Fees	(505)
	(658)

Table 2 Fees and charges generating over £50k

New Name	Total 000's
Building Control	(190)
Car Parking Fees	(138)
Grounds Maintenance	(135)
Other Investment Rentals and Leases	(1,105)
Land Charges	(80)
Taxi Licensing	(55)
Other Licensing	(64)
Markets Rental Charges	(135)
Vehicle Maintenance	(163)
Trade Waste	(481)
Garden Waste Collection	(683)
Total	(3,229)

Table 3 Fees and Charges which are raised by inflation / a percentage

New Name	Total 000's
Cleansing Team	(20)
Conference Facilities	(36)
Legal Charges	(15)
Parks - Fairgrounds allotments etc	(17)
Bulky Waste Collection	(30)
Total	(118)

Table 4 Fees and Charges which are raised by a set amount through a separate report/recommendation

Category of Fee or Charge	Total 000's
Other Investment Rentals and Leases	(50)
Other Investment Rentals and Leases	(1,105)
Building Control	(190)
Car Parking Fees	(138)
Grounds Maintenance	(135)
Markets Rental Charges	(135)
Other Investment Rentals and Leases	(35)
Trade Waste	(481)
Garden Waste Collection	(683)
Housing Rental and Service Charges	(33)
Other Investment Rentals and Leases	(15)
Total	(3,000)

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Fees and Charges 2022/23

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VAT References

VAT	Description
N	Non-Business – no VAT charged
E	Exempt – no VAT charged
Z	Zero Rated
S	Standard Rate – The fee includes VAT at 20%

Planning

Planning – Statutory Fees

Note: All of the charges quoted in this section are VAT category N – Non-business, no VAT charged.

Householder Applications		
Alterations/extension to a single dwellinghouse , including works within boundary	Single dwellinghouse	£206

Outline Applications		
Site area	Not more than 2.5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 2.5 hectares	£11,432 + £138 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares. Maximum fee of £150,000

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Alterations/extensions to dwellinghouses , including works within boundaries	Single dwellinghouse (or single flat)	£206
	Two or more dwellinghouses (or two or more flats)	£407
New dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50. Maximum fee of £300,000
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
	More than 40 sq m but no more than 75 sq m	£462
	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m (or part thereof)
	More than 3,750 sq m	£22,859 + £138 for each additional 75 sqm (or part thereof) in excess of 3,750 sq m. Maximum fee of £300,000
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)		

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
	More than 465 sq m but not more than 540 sq m	£462
	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each additional 75 sq m (or part thereof) in excess of 540 sq m
	More than 4,215 sq m	£22,859 + £138 for each additional 75 sq m (or part thereof) in excess of 4,215 sq m. Maximum of £300,000
Erection of glasshouses (on land used for the purpose of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£96
	More than 465 sq m	£2,580
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 5 hectares	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares. Maximum fee of £300,000
Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£234
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares. Maximum of £78,000
Operations connected with exploratory drilling for oil and natural gasses		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £300,000
Applications other Building Works continued		
Operations (other than exploratory drilling) for the winning and working of oil and natural gas		
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)		
	More than 15 hectares	£38,520 + additional £151 for each 0.1 hectare in excess of 15 hectares. Maximum fee of £78,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares. Maximum fee of £78,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£234 for each 0.1 hectare (or part thereof). Maximum fee of £2,028
Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouses
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50. Maximum fee of £300,000
Operations connected with exploratory drilling for oil and natural gasses		
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £300,000
Other Changes of Use of a building or land		£462

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation – lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

Prior Approval	
Larger Home Extensions (from 19 August 2019)	£96
Additional storeys on a home	No fee currently set
Agricultural and Forestry buildings and operations	£96
Demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462

Prior Approval	
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Laundrettes to Offices (Class B1a)	£96
Change of Use of a building and any land within its curtilage from Business (Use Class B1) Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)	£96
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)	£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building from shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Laundrette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)	£96; or £206 if it includes building operations in connection with the change of use
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)	£96
Change of use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)	£96 or; £206 if it includes building operations in connection with the change of use
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3)	£96 or; £206 if it includes building operations in connection with the change of use
Change of use of a building from shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)	£96

Prior Approval		
Change of use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Laundrettes to Offices (Class B1a)		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-Domestic Buildings, up to a Capacity of 1 Megawatt		£96
Construction of new dwellinghouses (from 2 September 2020)	Not more than 50 dwellinghouses	£334 for each dwellinghouses
	More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouses in excess of 50. Maximum fee of £300,000

Reserved Matters	
Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due

Removal/Variation/Approval/Discharge of condition		
Removal or variation of a condition following grant of planning or permission		£234
Discharge of condition(s) – Approval details and/or confirmation that one or more planning conditions have been complied with	Householder permissions	£34
	All other permissions	£116

Advertising	
Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

Non-material Amendments Following a Grant of Planning Permission	
Householder developments	£34
Any other development	£234

Non-material Amendments Following a Grant of Planning Permission	
Householder developments	£34
Any other development	£234

Permission in Principle	
Site area	£402 for each 0.1 hectare (or part thereof)

Concessions	
Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.	
Exemptions from payment	
An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing: <ul style="list-style-type: none"> • Means of access to or within it for a disabled person who is resident in it, or is proposing to take up resident in it or; • Facilities designed to secure that person's greater safety, health or comfort 	
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted	
Listed Building Content	
Planning permission for relevant demolition in a Conservation Area	
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal	
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> • For a withdrawn application: Within 12 months of the date the application was received • For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed • For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired 	
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any planning fee regulation	
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person	
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question	
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)	

Concessions

Please note: Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for a relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger home extensions or change of uses)

Reductions to Payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462.

If the application is being made on behalf of parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters, you must pay a sum equal to or greater than what would be payable at current rates for approval of all reserved matters. If this amount has already been paid then the fee is £462

If the application is a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

Fees for cross boundary applications

Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.

If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.

The fee should go to the authority that contains the larger part of the application site.

Planning – Non-Statutory Fees

Development Size	Definition	Pre-App Fees	VAT
Householder	Householder pre-apps	£50	S
Small	1-3 dwellings, floorspace less than 100 sq m	£200	S
Medium	4-9 dwellings, floorspace of 100 - 1000 sq m	£500	S
Major	10-49 dwellings, floorspace of 1000 - 2000 sq m, site area of 1-2 ha	£2,000	S
Significant Major	50+ dwellings, floorspace of 2000 sq m or more, Site area more than 2 ha	£3,000	S

Community Infrastructure Levy (CIL)

Type of Fee	Unit of Charge	Charge per Unit	VAT
Dwelling houses (excluding apartments)	per sq. m	£65.00	N
Apartments	per sq. m	No charge	N
Convenience retail (excluding neighbourhood convenience stores)	per sq. m	£160.00	N
Retail warehouse, retail parks, and neighbourhood convenience stores	per sq. m	£40.00	N
Community uses	per sq. m	No charge	N
All other uses	per sq. m	No charge	N

Planning – Printing and Searches

Description	Charge	VAT
Plan Location Plans	£0.00	Z
Plan Printing A0	£3.30	S
Plan Printing A1	£3.04	S
Plan Printing A2	£2.48	S
Plan Printing A3	£1.94	S
Plan Printing A4	£0.11	S
Decision Notices	£16.76	S
South Ribble Local Plan	£41.03	Z
Map Only	£25.64	Z
Personal Searches 1.1	£0.00	N
Personal Searches 1.2	£5.13	N
Personal Searches 3.1	£2.56	N
Personal Searches 3.9	£15.39	N
Personal Searches 3.10	£2.56	N
Personal Searches 3.11	£2.56	N
Personal Searches Additional Info	£46.16	N

Building Control – Searches

Description	Charge	VAT
BC Personal Search 1.1j	£1.32	S
BC Personal Search 1.1k	£1.32	S
BC Personal Search 1.1l	£1.32	S
BC Personal Search 3.7a	£1.23	S
BC Personal Search 3.8	£1.54	S

Building Control

Table A - STANDARD CHARGES FOR NEW HOUSING (Up to 300m² floor area) OR FOR NEW DWELLINGS - FORMED BY CONVERSION/CHANGE OF USE

No. Dwellings	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
1	£180	£216	£420	£504	£600	£720
2	£230	£276	£605	£726	£835	£1,002
3	£280	£336	£740	£888	£1,020	£1,224
4	£330	£396	£875	£1,050	£1,205	£1,446
5	£380	£456	£1,010	£1,212	£1,390	£1,668

For more than 5 dwellings or if the floor area of the dwelling exceeds 300m² the charge is individually determined

TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS TO DWELLINGS

Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
CATEGORY 1: Extensions to dwellings						
Extension(s): Internal floor area not exceeding 5m ²	£125	£150	£200	£240	£325	£390
Internal floor area over 5m ² but not exceeding 40m ²	£150	£180	£250	£300	£400	£480
Internal floor area over 40m ² but not exceeding 70m ²	£150	£180	£350	£420	£500	£600
Internal floor area over 70m ² but not exceeding 100m ²	£150	£180	£500	£600	£650	£780
CATEGORY 2: Garages and Carports						
Erection or extension of detached or attached building or an extension to a dwelling:						
which consists of a garage, carport, or both, having a floor area not exceeding 60m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	£100	£120	£200	£240	£300	£360
CATEGORY 3: Loft Conversions and Dormers						
Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m ² are to be based on the cost of work. The fee cannot be less than shown below:						
Erection of room in roof space with a floor area not exceeding 40m ² (without dormer)	£150	£180	£250	£300	£400	£480

Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
Erection of room in roof space with a floor area not exceeding 40m2 (with dormer)	£150	£180	£300	£360	£450	£540

TABLE C STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS

Proposal	Plan deposit charge		Inspection charge		Building Notice Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	£100	£120	Inc	Inc	£100	£120
2. Underpinning with a cost not exceeding £30,000	£250	£300	Inc	Inc	£250	£300
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	£250	£300	Inc	Inc	£250	£300
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	£100	£120	Inc	Inc	£100	£120
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	£200	£240	Inc	Inc	£200	£240
6. Removal of load bearing wall and insertion of steel beam/s	£150	£180	Inc	Inc	£150	£180
7. Installation of heating appliance to a single dwelling e.g. Wood burning stove.	£200	£240	Inc	Inc	£200	£240
8. Conversion of conservatory to solid roof construction.	£200	£240	Inc	Inc	£200	£240

TABLE D - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B & C excludes individually determined charges

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice	
From	To	Basic Charge	Inc Vat	Basic Charge	Inc Vat	Basic Charge	Inc Vat
£0	£1,000	£100	£120	£0	£0	£100	£120
£1,001	£5,000	£100	£120	£100	£120	£200	£240
£5,001	£10,000	£100	£120	£150	£180	£250	£300
£10,001	£20,000	£100	£120	£250	£300	£350	£420
£20,001	£30,000	£150	£180	£300	£360	£450	£540
£30,001	£40,000	£150	£180	£400	£480	£550	£660
£40,001	£50,000	£150	£180	£500	£600	£650	£780
£50,001	£75,001	£200	£240	£550	£660	£750	£900
£75,001	£100,000	£200	£240	£650	£780	£850	£1,020

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within Table B then the charge for this additional work (as indicated in Table D) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

Subject to a minimum plan fee of £250.00 + VAT and inspection fee of £650.00 + VAT

TABLE E - OTHER STANDARD CHARGES

Category of Work	Basic Charge	Inc VAT
Copy of Completion Certificate or Decision Notice	£25	£30
Building Regulation Confirmation letter (e.g., letter of exemption)	£67.50	£81
Supply of information relating to Building Regulation applications or calculated by hourly rate if greater than 1 hour.	£67.50	£81
Service of Section 81 (Building Act 1984): Demolition Counter notice (No VAT)	£150	-

Note: Charges for personal searches are listed in the Planning section.

Street Naming and Numbering (Geographical Information System)

Note: all charges below are VAT category N

Existing Properties	
Individual house name / individual house rename or renumber	£100
Rename of street where requested by residents	£200 plus £30 per property
Conversion of existing property into multiple units	£100 maximum four units £20 per additional unit plus

New Properties	
Development of 10 plots or fewer	£30 per plot up to a maximum of £170
Development of more than 10 plots	£200 plus an additional £10 per plot
Additional charge where this includes naming of a street	£100
Additional charge where this includes naming of a building (e.g. block of flats)	£100
Changes in development after notification	£30 per plot

Land Charges

Item	Fee	VAT	Total
Full search (LLC1 & CON29)	£125.00	£20.60	£145.60
LLC1 search only	£22.00	£0.00	£22.00
CON29 – Set questions only	£103.00	£20.60	£123.60
Extra Parcel of land/property	£30.00	£6.00	£36.00
Solicitors Own Questions (per question) *	£25.00	£5.00	£30.00

Optional questions which you may request, in addition to the standard CON29 questions above:

- Q4, 21 and 22 - £15.50 (plus VAT) as a bundle or £15.50 irrespective of the number of questions asked.
- Q5 – 20 - £15 each (plus VAT)

Licensing

Note: all charges quoted in this section are VAT category N

Gambling Act 2005

Product	Fee
PREMISES	
Premises Licence – New or Variation	Fees Vary
PERMIT	
Permit – New applications	Fees Vary
Permit – Annual Fees	£50
Copy of permit	£15
LOTTERY	
Small Society - New application	£40
Small Society - Renewal application	£20

Licensing Act 2003

Product	Fee
PERSONAL	
Personal Licence	£37
Personal Licence – change of details	£10.50
PREMISES	
Premises Licence – New or Variation application	Fees Vary
Transfer application	£23
DPS Variation application	£23
Copy of licence	£10.50
Minor Variation Application	£89
Notification of Interest	£21
Club Premises Certificate – New or Variation application	Fees Vary
Copy of certificate	£10.50
Temporary Event Notice (TEN)	£21

Taxi Licensing

DRIVER

Product	Fee
New Driver - 3 year	£190
New Driver – 1 year (over 65's)	£125
Driver renewal – 3 year	£175
Driver renewal – 1 year	£70
CSE Driver training	£5
Driver Knowledge Test	£25
Replacement Licence (badge)	£10
Replacement Licence (paper)	£10
DBS Enhanced [VAT 'N']	£44
Personnel Checks [VAT 'S']	£16

NEW OPERATOR (5 year licence)

Product	Fee
1 Vehicle	£220
2 to 5 Vehicles	£580
6 to 20 Vehicles	£1,090
21 or more	£1,525

VEHICLE

Product	Fee
New Hackney Carriage	£145
New Private Hire Vehicle	£135
Renew HCV	£115
Renew PHV	£110
Replacement plate (external)	£25
Replacement plate (internal)	£15
Door stickers (for two)	£5
Transfer to new proprietor	£50
Change of vehicle	£70

OPERATOR RENEWAL (5 year licence)

Product	Fee
1 Vehicle	£215
2 to 5 Vehicles	£575
6 to 20 Vehicles	£1,085
21 or more	£1,520

Other Licensing Fees

Product	Fee
Scrap Metal Dealer – Site Licence	£550
Scrap Metal Dealer – Collector’s licence	£350
Scrap Metal Dealer – Variation	£90
Second Hand Goods’ Dealers	£55
Sex Establishment	£2,000
Street Traders	£885
Piercing / tattoo / acupuncture / electrolysis - first artist	£180
Piercing / tattoo / acupuncture / electrolysis - additional artist	£98
Riding Establishments - Ages up to 15	£245
Riding Establishments - Ages 16 to 25	£275
Riding Establishments - Ages over 25	£305
Dangerous Wild Animals (2 year)	£454
Animal Boarding - Up to 30	£104
Animal Boarding - More than 30	£126
Dog Breeding - Up to 10 bitches	£150
Dog Breeding - Over 10 bitches	£210
Pet Shop	£140
Zoo – new (4 years)	£1,236 / £711 [14.2 ex]
Zoo – renewal (6 Years)	£2,040 / £1,106 [14.2 ex]
Street Collection Permit	No charge
House to House Collection	No charge

Enforcement Charges

Product	Fee
Smoke Free (Fixed Penalties)	£200 / £150 / £50 / £30

Public Health

Pest Control (Disinfestation)

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Domestic - wasps	S	per visit	£44.00
Insects - ants, fleas, other	S	per treatment	£56.00
bedbugs	S	per treatment	£130.00
cockroaches	S	per treatment	£27.00 per 30mins, on quotation
Mammals (Grey Squirrels) (Domestic or Commercial)	S	Survey and set up plus per animal capture charge	£104 + £21 per animal captured
Moles	S	per treatment	On quotation charged at £27.00 per 30 mins
Commercial - single treatment small	S	per treatment	On quotation
Commercial – Contract Assessment	S	per contract	On quotation
Insect identification	S	per identification	£15.00
Smoke test (drainage not pest related)	S	per test	£202.00
Pest control building proofing	S	per treatment	£27.00 per 30 mins
Domestic (rats and mice)	S	per treatment	No charge for domestic premises
Bumblebee Nest removal	S	Per nest	£43.00

Private Water Supplies

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Risk assessment	N	each assessment	Cost of officer time @ £38 per hour
Investigation	N	For each investigation	Cost of officer time @ £38 per hour
Analysing a sample			
Taken under Regulation 10	N	Per sample	£76 plus laboratory fees
Large supplies (Regulation 9 Group A & B)	N	Per sample	£76 plus laboratory fees
Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice.			At cost – recovered from the relevant person

Housing

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Housing Notice /Order	N	Per Notice	£450
House of Multiple Occupation License	N	Per License	£850
Variation and renewals to House of Multiple Occupation License	N	Per variation/ renewals	£600
Fixed Penalty Notice under property Redress Scheme	N	Per FPN	£5,000
			Reduced to £3000 if paid within 28 days
Fixed Penalty Notice under Smoke and Carbon Monoxide Regs	N	Per FPN	£1000 first offence and £5000 for any subsequent offence
Immigration Inspection	N	Per inspection	£155

Food Hygiene

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Requested re-inspection for purposes of re-rating under Food Hygiene Rating Scheme	N	Per application	£158

Miscellaneous

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Export Certificate	N	Per certificate	£57
Contaminated Land Enquiries	N	per hour	£133
Community Protection Notice (Fixed Penalty)	N	Per Notice	£100. Reduced to £50 if paid within 14 days
Car boot sales Category 1 Up to 12 pitches	N	Per event	£26
Car boot sales Category 2 - 13 - 49 pitches	N	Per event	£36

Conference and Business Centre

Room	Working hours							Outside Hours	
	Commercial				Charity				
	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup	Hourly Rate - No Refreshments included	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup	Price per hour over and above basic rate	Price per hour after 10pm
FULL SUITE	£425	£250	Included	N/A	£140	£85	£1.50	£20	£35
SHIELD	£275	£200	Included	£72.50	£85	£55	£1.50	£20	£35
WHEEL	£250	£175	Included	£55	£85	£55	£1.50	£20	£35
CROSS	£250	£175	Included	£55	£85	£55	£1.50	£20	£35
PADDOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25
LOSTOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25
RIBBLE	£125	£60	£1.50	£27.50	£30	£17.50	£1.50	£10	£20

All prices quoted are excluding VAT at 20%

Council Tax and Business Rates - Summons and Liability Orders

Type of Fee	Unit of Charge	Charge per Unit	VAT
Council Tax Administration - recovery admin costs for summons	Each	£58.50	N
Council Tax Administration - recovery admin costs for liability orders	Each	£22.00	N
Business Rates Administration - recovery admin costs for summons	Each	£58.50	N
Business Rates Administration - recovery admin costs for liability orders	Each	£22.00	N

Legal Services

Where matters are more complex, variation from these charges will be discussed at the outset.

Note: all charges below are VAT category N

Service	Charge
Drafting Of Lease	£400
Disposal Of Land	£500
Disposal Of Large Site	£500 and/or hourly rate thereafter
Acquisition Of Public Open Space	£500
Disposal Of Land Via Auction	£1000 or 1.5% of sale price (whichever is higher)
Drafting Of Easement	£300
Drafting Of Wayleave Agreements	£150
Memorandum For Rent Review	£50
Retrospective Consent	£400
Drafting Of Section 106 Agreement	£1000 minimum (complicated matters to be on a time recovery basis)
Footpath Diversion	£1500 minimum (plus advertising costs)
Prosecution Work For Other Bodies	£100 per hour
Licence To Assign	£350
Licence To Underlet	£350
Photocopying - Tree protection Order	£20
Photocopying - Section 106 Agreement	£50
Photocopying - Lease	£50

Parking

Churchill Way / Sumner St / East St – All Leyland (Short Stay)

Length of Stay	Charge
0-3 Hours	£1

Ecroyd St, Leyland

Length of Stay	Charge
0-3 Hours	£1
3-5 hours	£3
Over 5 hours	£10

King St, Leyland / Hope Terrace, Lostock Hall (Long Stay)

Length of Stay	Charge
0-3 Hours	£1
All day	£3
7 days	£12

Leyland Railway Station (Long Stay)

Length of Stay	Charge
1 Day	£1
2 Days	£2
3 Days	£3
Weekly	£4

Business Parking Permits

Business Permits are available for some of the council's car parks (numbers limited) at an annual charge of £250 on Churchill Way, Ecroyd Street and Sumner Street in Leyland and Hope Terrace in Lostock Hall.

The cost on King Street, Leyland is £220, the Railway Station car park £180

The above costs include VAT at standard rate.

Sports Pitches

Football Pitches

Type of Fee	Unit of Charge	New Teams	Existing Teams (33% Reduction)	VAT
Cat A (S)	Per season	£489.71	£328.10	S
Cat A (J)	Per season	£244.85	£164.50	S
Cat B (S)	Per season	£383.37	£256.86	S
Cat B (J)	Per season	£191.68	£128.43	S
Cat C (S)	Per season	£209.26	£140.20	S
Cat C (J)	Per season	£104.63	£70.10	S

Categories:

Seniors over 18

Juniors under 18

Cat A - Changing accommodation, goal posts erected, pitches marked out

Cat B - Changing accommodation, pitches marked out

Cat C - Pitch only

Waste and Recycling

Type of Fee	Unit of Charge	Charge per Unit	VAT
Civic Amenity Collection (Non electrical items)	up to 4 items	£16.00	N
Additional Items	1	£4.00	N
Electrical Household items	1 item	£12.00	N
Garden Waste Collection Service	Per bin per year	£25.00	N

Other Fees and Charges

Allotments, Garages and Grazing Licences

Site	Volume	Cost
St Johns green Allotments	8 plots	£30 per plot per year
Higher Walton Allotments	3 plots	£30 per plot per year
Pigeon lofts, Bamber bridge	8 Plots	£30 per plot per year
Grazing Licence Kellet Lane	1	£320 per year
Garage licence Leyland	4	£11.30 +VAT per week
Garage licence Penwortham	11	£11.30 + VAT per week
Parking plots Longmeanygate	20	£41 + VAT per plot per year

Leyland Market

Rental charges are not listed because they are agreed on an ad hoc basis with the tenant.

Report of	Meeting	Date
Director of Customer and Digital (Introduced by Cabinet Member (Finance, Property and Assets))	Cabinet	Wednesday, 19 January 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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Birch Avenue Playground Refurbishment Budget

Purpose of the Report

1. Birch Avenue Playground is one of the borough's playground sites identified for improvement this financial year. A budget of £75,000 has been included in the approved capital programme however, as a result of public consultation feedback and an updated survey of the site's condition, a budget uplift of £70,000 is requested providing a total budget of £145,000.

Recommendations to Cabinet

2. That, subject to Council approving the changes to the capital programme, the changes to the refurbishment works detailed in the body of the report be approved.
3. That recommendation is made to Council to approve an increase of £70,000 in the capital programme in respect of this scheme.

Reasons for recommendations

4. Birch Avenue Playground is the 10th playground site identified for refurbishment under the current capital improvement programme. The sites refurbished up to now were generally last improved in the late 1990's and were not upgraded under the previous improvement programme requiring a complete re-build to bring them in line with contemporary standards and best practise. The scope of required works has generally required budgets of £175,000 - £225,000 per site.
5. The playground at Birch Avenue is the first site in the current improvement programme listed for a partial refurbishment having been refurbished in 2005 under the previous programme. A budget of £75,000 was included for the replacement of some equipment

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with the modern equivalents, entrance gates, the safety surfacing under the equipment and repainting of the metal railings.

6. The public consultation highlighted that some of the proposed replacement equipment and existing items proposed to remain were not popular and alternative equipment was requested. It is therefore proposed to replace items with alternative equipment in line with the most common consultation responses with safety surfacing areas amended as required to accommodate these. In addition, more seating was requested by many respondents and therefore additional seating/picnic tables and associated hard surfacing is recommended for inclusion in the scheme. An additional £20,000 is requested for the alternative equipment and seating and £10,000 for safety surfacing extensions/amendments.
7. As well as the changes recommended due to consultation feedback, a recent survey of the existing play area has found the deterioration of the bitmac has accelerated in recent months, much faster than other sites of this age, where the surface remains in good condition. The existing bitmac has become very open textured and susceptible to frost damage potentially as a result of the way it was originally laid. It is likely that significant patching will be required within the next 5 years and therefore, with the new equipment proposed to have a design life of at least 20 years, it is suggested that the existing bitmac surface is removed and re-laid with a denser surface finish as part of the refurbishment project. An additional £40,000 is requested for this work – an amount sufficient to replace all of the bitmac and also to swap the bitmac to safety surface where this is appropriate to the designs received for playground improvement.

Other options considered and rejected

8. The option of sticking with the originally suggested replacement equipment was considered and rejected as this would go against much of the consultation feedback received and potentially undermine the feeling of community ownership in the site and may undermine confidence in future public consultation exercises.
9. The option of patching the worst areas of the bitmac surfacing for now is not recommended as, although this would initially cost much less, the majority of the surface area is now rapidly deteriorating and therefore regular patching will be needed over the next five years, requiring temporary closures of the play area and potential damage to adjacent surfacing and equipment. Although the resurfacing of the whole area is more costly, doing it in a single operation during the refurbishment while the playground is already closed is considered to maximise efficiencies and get the best rates for bitmac laying.

Corporate priorities

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

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

Climate change and air quality

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11. The work noted in this report impacts on the following areas of climate change and sustainability targets of the Council's Green Agenda:

- Reducing waste production.

12. The following remediations have been undertaken to limit the environmental effect:

- Waste materials arising from the demolition of the existing playground features including timber, metal, stone and rubber, will be reused and recycled where possible minimising the amount of material disposed of at landfill.

Equality and diversity

13. The new play area will be more inclusive and accessible by design.

Risk

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

Comments of the Statutory Finance Officer

15. The current budget of £75k is funded by £13k of section 106 receipts and £62k borrowing. The requested increase in the budget of £70k would be financed through further borrowing. The revenue costs associated with this, through MRP and interest, would be around £5k per year and would be factored into the upcoming budget setting process.

Comments of the Monitoring Officer

16. There are no concerns with this report from a Monitoring Officer perspective.

Background documents

There are no background papers to this report.

Appendices

None.

Report Author:	Email:	Telephone:	Date:
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