

SCRUTINY COMMITTEE

THURSDAY, 8TH MARCH, 2018, 6.00 PM

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

AGENDA

1 Apologies for Absence

2 Declarations of Interest

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

3 Minutes of the Last Meeting

(Pages 3 - 8)

Held on Thursday, 8 February 2018, to be signed as a correct record.

4 Safer Chorley & South Ribble Community Safety Partnership

(Pages 9 - 14)

Report of the Public Health Manager attached.

5 Licensing Implementation Plan

(Pages 15 - 26)

Report of the Revenues Manager attached.

6 Worden Hall Update

Verbal update to be provided by the Planning Manager.

7 Scrutiny Matters

7a Review of the Business & Conference Centre (Formerly the Banqueting Suite)

(Pages 27 - 36)

Report of the Scrutiny & Performance Officer attached.

- 7b Verbal update on Lancashire County Council's Health Scrutiny Committee**
- 7c Member feedback on meeting(s) and training attended on behalf of the committee**
- 7d Scrutiny Committee Forward Plan**
- 7e Cabinet Forward Plan**

(Pages 37 - 40)

Forward Plan attached.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Scrutiny Committee Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), Carol Chisholm, Michael Green, David Howarth, Susan Jones, Keith Martin, Barbara Nathan, Michael Titherington, Karen Walton, Ian Watkinson and Linda Woollard

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

Forthcoming Meetings

6.00 pm Thursday, 12 April 2018 - Cross Room, Civic Centre, West Paddock, Leyland, PR25 1DH

MINUTES OF SCRUTINY COMMITTEE

MEETING DATE Thursday, 8 February 2018

MEMBERS PRESENT: Councillors Matthew Tomlinson (Chair), Colin Coulton (Vice-Chair), Carol Chisholm, Michael Green, Susan Jones, Keith Martin, Michael Titherington, Karen Walton and Linda Woollard

OFFICERS: Darren Cranshaw (Scrutiny & Performance Manager) and Andy Houlker (Senior Democratic Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Jacqueline Mort (Cabinet Member for Public Health, Safety and Wellbeing), Councillor Phil Smith (Cabinet Member for Regeneration and Leisure), Councillor Mary Green, Howard Anthony (South Ribble Partnership Manager), Mark Hodges (Partnership Development Manager), Jonathan Noad (Planning Manager) and Joanne Platt (Interim Corporate Improvement Manager)

PUBLIC: 2

35 Apologies for Absence

Apologies for absence were received from Councillors David Howarth, Barbara Nathan and Ian Watkinson.

36 Declarations of Interest

During consideration of Minute No.39 - Draft Corporate Plan 2018-23, Councillor Michael Green declared a personal interest as a member of Lancashire County Council indicating that he was a member of the City Deal and the Enterprise Board, under the Code of Conduct for Elected Members he was able to remain in the meeting and vote thereon.

37 Minutes of the Last Meeting

RESOLVED (Unanimously):

That the minutes of the Scrutiny Committee meeting held on 27 November 2017 be approved as a correct record.

38 Matters Arising from Previous Meetings

The Committee received updates on outstanding matters from previous meetings. It appeared that with the exception for the recommendation relating to the Cushman & Wakefield report, those had been accepted and acted upon.

RESOLVED (Unanimously): that

1. with the exception of (2) below, all the responses to the outstanding matters be accepted and they be removed from the list; and
2. the response relating to Minute No.28(c) be not accepted and the Committee be provided with a copy of the Cushman and Wakefield report along with an explanation of how the report influenced the Council's current thinking on assets and investment.

39 Draft Corporate Plan 2018-23

The Committee received a report from the Interim Corporate Improvement Manager on the Council's new Corporate Plan for 2018-2023 and Corporate Risk Register for 2018-19. The Committee was asked for its views before it was considered by the Cabinet on 14 February and submission to Council for approval on 28 February 2018.

The Corporate Plan provided a new Vision for the Council - that '**South Ribble is and continues to be recognised nationally as the best place in the UK**'. It also included three new corporate priorities for 2018-2023:

- Excellence and financial sustainability
- Health and wellbeing
- Place

The Committee was advised of minor amendments to the Corporate Plan document since the papers were published. These related to

- reference to City Deal on page 4 amended to read 'an initiative developed by partners and supported by central government'
- on page 10, Regeneration & Leisure added under Lead on Place Promotion and My Neighbourhood Plans
- the Local Plan and the Investment Strategy added under Policies and Strategies and, Capital Strategy under Resources on page 13

A robust suite of Key Performance Indicators was being developed and future reports would be presented indicating the Council's performance in the delivery of its Corporate Plan.

During the discussion, the Committee's comments and matters raised included the following:-

- the Corporate Plan document was generally welcomed and felt to be easy to read.
- Vision – the recognition of South Ribble was felt to be by those beyond the locality/neighbouring area.
- Working in Partnership – there was no reference to Parish & Town Councils who were felt to be important element of partnership/stakeholder working in local communities.
- Key Outcomes – starting from a baseline the Council aimed to be above the national average and as the average rose, the outcomes would also and be stretched. The associated performance indicators were being developed.

- Health Inequalities – whilst overall life expectancy in the Borough was above the national average, there were areas where it was lower with poorer general health which needed to be addressed. When the Committee received updates on performance data it would monitor the amount of progress in narrowing the gap.
- Delivery Plan – whilst this currently had no measurable objectives/milestones an assurance was given that the future performance indicators to be used would provide a measure of success.
- Surplus Sites – the Committee was informed that there were currently no details but the aim was to make better use of Council assets to support the Corporate Plan and any future detailed proposals would be considered by the Cabinet. The Committee was still keen to receive the earlier Cushman and Wakefield report. Also to understand how that report had been used.
- Plain English – the Committee sought and received clarification of the Resources statement on page 14 of the Corporate Plan document. In that the identified capital and revenue resources would be aligned to support the identified projects.
- Leisure Contract – the Committee was advised that as the current contract expired in 2021 a review/negotiations needed to start very soon. It was also currently not clear how far the proposed Campus approach would have progressed. It was assured that all projects in the Corporate Plan would have milestones and timescales.
- Child & Fuel Poverty – it was not clear to what extent a revised Council Tax Support Scheme and/or implementing Living Wage reforms for Council staff would address this programme and the Committee wondered if the Council was being ambitious enough. It was informed that the Corporate Plan identified realistic deliverable projects for Year 1 and from Year 2 other projects could be looked at.
- Programmes/Projects: Cabinet Lead – whilst acknowledging that certain programmes/projects would come under more than one portfolio, one portfolio holder needed to take ownership.

RESOLVED (Unanimously) that the Committee:

1. welcomes the new format and layout of the Corporate Plan and Corporate Risk Register;
2. asks that consideration be given to how and who would measure the Council's Vision nationally;
3. suggests that Parish and Town Councils be identified as a partner/consultee in the Corporate Plan;
4. looks forward to reviewing outcomes to ensure they are ambitious and measurable;
5. would particularly welcome the strengthening of the outcomes to address health inequalities;
6. looks forward to milestones and timescales being added to the Corporate Plan;
7. be provided with the Cushman and Wakefield report along with an explanation of how it was used by the Council;
8. requests a greater use of plain English in future reports to Scrutiny;
9. asks for a timetable for the review of the leisure contract;
10. requests that further thought be given in the Corporate Plan to the child and fuel poverty programme; and

11. requests that one Cabinet portfolio lead take responsibility for a programme/project.

40 Third Quarter's Performance Report

The Committee considered the report of the Interim Corporate Improvement Manager which provided an overview of performance against the Council's Corporate Plan 2017/18 for the third quarter ending at the end of December 2017. This also included details of the corporate risks and controls in place to mitigate risks in the Corporate Risk Register.

The report set out the details of the 34 performance indicators and 27 corporate plan activities and a commentary on the performance made against each indicator and activity. Also for the first time the report included at Appendix 2, the performance of the Council's current services shared with Chorley Borough Council.

During the discussion, the Committee's comments/enquiries included the following areas:

- health and safety (accident reporting) – there had been one reportable accident in Quarter 3, and health and safety was a standing item at Leadership Team meetings
- increased number of complaints received by the Council – it was felt that following the recent adoption of the Council's Customer Feedback Policy more complaints (rather than requests for service) were being captured. However, this did not include the category of complaint
- housing framework (extra care funding) – the funding from the County Council had stopped and rather than just looking to replace this, South Ribble Council was exploring other ways to provide those facilities in the borough
- improve the empty property target – whilst not a large issue in South Ribble the revised/refreshed housing framework had been approved with priorities and projects which included reducing the number of empty properties
- property and investment performance – whilst acknowledging this was disappointing, steps had been taken which included the adoption of the new Investment Strategy, including this as a priority in the Council's new Corporate Plan, and other types of investment such as commercialisation of the Civic Suite and Worden Park
- delivery of the Leyland, Lostock Hall and Penwortham Masterplans – it was understood these plans had been adopted by City Deal and had been included in Year 1 of the Council's new Corporate Plan
- explanation of the shared services performance information – it was understood the figures related to projected and actual allocation of work but the reason(s) why South Ribble's performance figures were red was not available at the meeting
- environmental management risk – initially it was thought that there would be an impact on frontline staff due to reduced funding. However, this had been mitigated with a new business model, management re-structure and proposed changes to shared services
- welfare reform – pockets of deprivation had been identified in the Council's new Corporate Plan and the aim was to do what it could to reduce the level of deprivation

RESOLVED (Unanimously):

That the Committee expresses the following comments for consideration by the Cabinet whilst considering this item on 1 March 2018, that

- (a) in respect of complaints received it would be helpful if these were categorised and indicate how lessons have been learned;
- (b) the Committee strongly requests that it is kept informed with clear timelines on the delivery of the master plans for Leyland, Lostock Hall and Penwortham; and
- (c) future reports on shared service performance provide more explanation on the performance figures, including differences between those for Chorley and South Ribble councils.

41 Progress Report on Worden Hall

The Planning Manager and the South Ribble Partnership Manager addressed and responded to the Committee's enquiries relating to an update on the investment into Worden and proposals to bring Worden Hall back into use.

Whilst informed that it was proposed to engage further consultants, the Committee was assured that unlike before, this time there would be a specific brief and they would then inform the Council what it needed to do to make the venue commercially viable.

The Committee was keen for this project (and that for the Civic Suite) to keep moving and not drift. It was informed that for the next meeting, the update would include the Consultants' Brief, details of the proposed Artisan Market in April and the Council's approved priorities and budgets.

RESOLVED (Unanimously):

That the Committee looks forward to receiving the next progress report at its next meeting.

42 Scrutiny Matters

42a Scrutiny Review of the Banqueting Suite

The Committee was updated on the review of the Banqueting Suite and it was intended to present a report to the meeting of the Committee on 8 March 2018.

RESOLVED (Unanimously): that

1. the update be noted; and
2. it was confirmed that the membership of the Committee's review consisted of: Councillors Susan Jones (Chair), Colin Coulton, Michael Green, Keith Martin, Mick Titherington, Matthew Tomlinson and Karen Walton.

42 b Verbal update on Lancashire County Council's Health Scrutiny Committee

The Chair had been unable to attend the recent meeting due to an engagement clash. The substantive item discussed had been proposals to address delays in hospital discharges.

42c Member feedback on meeting(s) and training attended on behalf of the committee

The Committee appreciated the recent Member Learning Hour explaining the Council's Corporate Risk Register. It was advised that the next session on 21 February 2018 included the use of Councillors' tablets and ModGov (access to online agendas/minutes).

It was reported that the Council's involvement in the Joint Strategic Needs Assessment had been submitted to the Local Area Research & Intelligence Association. It was possible it could receive an award for partnership working.

42 Scrutiny Committee Forward Plan**d**

The Committee was informed that its next meeting would include an update from the Interim Licensing Manager on the Council's Licensing Function.

42e Cabinet Forward Plan

The Committee noted the Cabinet's Forward Plan.

Chair

Date

Scrutiny Committee

DATE 2018

Safer Chorley and South Ribble Community Safety Partnership

Progress Report



Lead Member: Councillor Jacqui Mort

Lead Officer: Jennifer Mullin

Safer Chorley and South Ribble Partnership - Progress Report

1. Background

This report provides members of the Scrutiny Committee with an update on the progress of the partnership and also progress against the key actions.

2. Progress

a) Overall Position

In 2017/18 the partnership has achieved its main objectives and identified areas for review and different ways of working. With the shared commitment to improve community safety outcomes, the partners in the Community Safety Partnership (CSP) will continue to work collaboratively to ensure that South Ribble remains a safe place to be. The partnership delivers well in view of the limited resources afforded to it.

South Ribble is a relatively safe place in which to live, work, play and visit. In many areas of South Ribble crime and community safety issues are better than the national and, or, the North West regional averages.

b) Areas of Significant Progress/Achievement

- Operation Genga; a local organised crime partnership board which includes South Ribble Council and other agencies. This is to ensure that all available information and powers are effectively used in order to disrupt organised crime.
- Lancashire Prevent Delivery Group; the Lancashire twelve districts work together to meet the prevent duty section 26 of the Counter Terrorism & Security Act 2015.
- Hate Crime; The agreement and implementation of the Hate Crime Strategy 2017-2020 will inform future collaborative working of public and other organisations in order to positively respond to the reporting of hate crime and hate incidents.
- Letter of recognition from Chief Superintendent Chris Bithell, to the Community Safety Officer. Their recommendation resulted in a course of action by means of a Criminal Behaviour Order (CBO) for a high risk domestic violence perpetrator during Multi Agency Risk Assessment Conference. This order has been successful with no breaches by the prolific offender in over two years, ensuring the safety of his ex-partner and the community and significantly reduced offending behavior.
- An individual award of recognition for the Community Safety Officer, Partnerships Police Inspector Alison Barf-Lewis and Detective Sergeant Keith Duckworth. This was in recognition of their contribution to the collaboration and creative use of tools and powers as part of Operation Genga, which resulted in the execution of a warrant with successful outcomes which are still under investigation.

Chief Superintendent Jo Edwards quoted "Serious and organised crime is a growing and complex landscape. Working with partner agencies, we're able to adapt to change, predict new trends and ultimately make it difficult for organised crime to operate. Genga is forward-thinking in its approach and we're proud of its journey and the national recognition it is receiving."

c) Areas for Further Action/Monitoring

- All responsible authorities to embrace equal responsibility, foresight and commitment to effectually utilise the Office of Police and Crime Commissioner (OPCC) grant available to the partnership.
- All responsible authorities to proactively contribute to the development and delivery of the community safety partnership action plan.
- It is clear from the current trends, which mirror the national picture, that the Community Safety Partnership is facing a significantly challenging climate in which to reduce crime, disorder and anti-social behaviour.

3. Progress against Key Actions/Projects

3.1 Crime Figures

South Ribble has seen a mixed picture in many of the Partnership priority crime types, in the first three quarters of 2017/18 compared to the same period last year.

The 'all crime' figure for **April 2017- January 2018** has shown an increase for the South Ribble CSP area of 20.4% (Chorley CSP +19.3%) compared to the previous year.

- Alcohol related crime +0.9%
- Anti-social behaviour -6%
- Domestic abuse +22.6%
- All burglary +34%
- All theft +19%

Some of the increases in reported crime, particularly domestic abuse, can be put down to an increased willingness of victims to come forward to report offences to the Police; due to national publicity and an increased confidence in victim support services. There have also been improvements in the way Police flag domestic abuse crimes, which will have accounted for some of this increase.

Offending behaviour is often linked to poor physical and mental health and wellbeing. Mental Health and its subsequent impact on crime is considered to be significant, with links established to persistent offending. Data regarding the proportion of offenders with mental health problems in South Ribble is not available and the extent of the potential problem is not fully understood.

Domestic Abuse

3.2 Multi Agency Risk Assessment Conference (MARAC)

A MARAC listing high risk cases of domestic abuse is held each month. The multi-agency meeting facilitates the sharing of up to date information. Actions are put in place in order to safeguard the victims, children and other vulnerable members of the household.

The most up to date figures for the Chorley & South Ribble MARAC as of 20/02/18 shows that between October 2016 and September 2017:

- 346 Cases were discussed
- 454 Children in the household
- 8% Declared having a disability

- 8% Males

3.3 The Independent Domestic Violence Advocates (IDVA) Service

The OPCC is the contracting authority responsible for procuring the victims services. The OPCC procured the IDVA service delivery to form Lancashire Victim Services as of 1 April 2017.

The council provides a financial contribution to the service provision of IDVA support for victims of domestic abuse assessed to be either medium or high risk.

3.4 Specialist Domestic Violence Courts (SDVC)

The SDVC continues to operate each Wednesday from Preston Magistrates Court for South Ribble cases. A SDVC forms part of a co-ordinated response to tackling domestic abuse.

3.5 The Sanctuary Scheme

The Sanctuary scheme works in partnership with the registered social landlords and provides target hardening as an option for victims of domestic abuse to feel safer in their own homes. The service is coordinated by the SRBC housing options team who manage the referrals from partner agencies. The safety installations are provided by Preston Care and Repair.

This provides an option for victims of domestic abuse who may be settled in the area with good support networks to remain in their own homes rather than having to move the family to another area in order to feel safe.

3.6 Child sex exploitation

Targeting child sexual exploitation (CSE) is national priority and has a high media profile. It is also a priority for Lancashire Constabulary and the Partnership. The overall picture of CSE within South Ribble is identified as single victim / single offender type offending. The police have an active deter team working in the division which manages intelligence, perpetrators and locations. Partnership working is essential especially in the instance of vulnerable/missing children from home.

It is acknowledged that the 'selfie' and 'sexting' culture is increasing the risks faced by children and young people. Children and young people are more easily exposed to pornography with increased use and availability of the internet. This exposure may affect their judgement of what is acceptable and normal behaviour, increasing risk of making them vulnerable to abuse and exploitation.

Crime Reduction

3.7 Multi Agency Meetings

A number of multi-agency meetings and groups are in place to support crime reduction. These include:

MATAC (Multi Agency Tasking and Co-ordination) supports the Councils approach to neighbourhood working/management and aims to tackle crime and anti-social behaviour issues at a local level. It focuses on information sharing and the tackling of local issues, problematic households/individuals and problem solving. The MATAC is made up of officers from a range of partners who can all contribute towards community safety and dealing with local crime and nuisance.

ASBRAC (Anti-Social Behaviour Risk Assessment Conference) provides a forum in which to share information for high risk victims of anti-social behaviour in order to reduce the risk of harm

Divert provides an early action approach to work intensively with young people whose behaviour is causing a concern in the community. Its purpose is to divert the young people in order to prevent them committing criminality.

Revolution multi-agency pathway weekly meetings and monthly manager meetings are held to discuss the revolution cohorts. The cohorts consist of offender categories such as high risk domestic abuse perpetrators and the problematic offenders of high Impact acquisitive crime. The overriding principal of the revolution approach is to break the cycle of offending by persons who pose the most significant risk to the community

Genga As mentioned above

3.8 Operations

Several operations are held during the year to target anti-social behaviour and other current seasonal issues including the following operations:

- **Hamper** - Plain clothes operation targeting insecure vehicles and buildings and raising awareness of low security and target hardening.
- **Bright Sparx** - High visibility presence over bonfire period.
- **Shepherd** - High visibility presence along with crime prevention advice over Christmas period.
- **Nightsafe** - Additional officers on a Friday and Saturday evenings to give presence at key times.
- **Tesco** – Operation in order to address the ASB drivers

3.9 Police and Crime Commissioner Funded Projects

The CSP funding has enabled:

- **Leyland Project:** Diversionary activities for young individuals who have accessed the Leyland project and whose attitude and behaviours deserved reward. The activities enabled positive activities in a safe environment; accredited learning outcomes; leadership skills; develop confidence; community cohesion between rival estates
- **Hate Crime:** To use Afta Thought training company to deliver innovative, thought-provoking training methods to highlight hate crime issues. Using actors and skilled facilitation Afta Thought brought the 'lived experience' of those who are vulnerable to, or victims of, hate crime to life.
- **Drug driving campaign;** Working in partnership with Runshaw College art students in order to design and promote safer driving messages to be printed on to beer mats and distributed in public houses.

4.0 Funding Position

South Ribble Community Safety Partnership is allocated £10,000 in grant funding. Each of the responsible authorities has shared responsibility to both and access to the money which is held by the OPCC.

- SRBC has committed £24K for contribution of the IDVA service from April 2017 and March 2020.
- A decision was made to withdraw the contribution of £44k towards the Police and Community Support Officers.

5.0 Safer Chorley and South Ribble Community Safety Partnership Annual Conference

The Community Safety Partnership Conference was held on 23 January 2018 and was attended by around fifty representatives including staff, councillors and partner agencies. The conference highlighted good examples of partnership working in areas such as child sexual exploitation, Genga, Housing Injunctions, Prevent, and a workshop to kick start next years action plan.

Whilst the work to complete the detail of the Community Safety Action Plan has yet to be finalised, it is envisaged that the strategic priorities for the Community Safety Partnership will continue to be tackling violent crime and reducing anti-social behaviour, as these are the areas which form the greatest risk of harm to the community.

6.0 Counter Terrorism and Security Act 2015

In accordance with the Counter Terrorism and Security Act 2015. The Police have produced a Counter Terrorism Local Profile (CTLP). The CTLP outlines the potential risk and known threats that together, represent the current impact of extremism. A Counter Terrorism Strategy Board (Contest) and Prevent Board are established to lead this area of work.

7.0 Customer Survey

Council's corporate survey of 1753 contacts between 1 April 2017 and 31 January 2018, showed 67% of residents with confidence in South Ribble being a safe place to live and 31% unsure.

8.0 Conclusion

It is considered that the Community Safety Partnership is making good progress and achieving good levels of performance. In conclusion the Community Safety Partnership has a robust membership and plan which reflects what the data indicates are the local concerns.

REPORT TO	ON
SCRUTINY COMMITTEE	8 MARCH 2018

September 2017



TITLE	REPORT OF
GENERAL LICENSING COMMITTEE – IMPLEMENTATION PLAN	PETER HAYWOOD

Is this report confidential?	No
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1. PURPOSE OF THE REPORT

This report is intended to provide members of the Scrutiny with an explanation of the origins of the Implementation Plan; its development over the past year; and a year-end assessment of progress since the inception of the Plan in March 2017.

2. RECOMMENDATIONS

Scrutiny members are requested to:

2.1 consider and comment upon the attached copy of the latest Implementation Plan.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe		Strong and healthy communities	
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	x

4. BACKGROUND TO THE REPORT

4.1 During 2015, South Ribble Borough Council's Licensing Section was the subject of considerable media and political attention as a result of concerns surrounding the processing of applications for Hackney Carriage and Private Hire driver licences.

4.2 In seeking to address these concerns, the work of the Licensing Section has been subjected to a number of audit exercises. These include reports from:

- South Ribble Borough Council Internal Audit team;
- South Ribble Borough Council Scrutiny members; and
- Wilkin Chapman solicitors.

4.3 In addition, during March 2017 the Council invited Commissioner Mary Ney of Rotherham MBC to undertake an evaluation of this authority's Licensing procedures against national best practice. Commissioner Ney (who had responsibility for ensuring that Rotherham MBC worked closely with the police to disrupt criminality and to support robust law enforcement)

produced a checklist of good practice for Licensing teams; this was also studied and included in the Implementation Plan as appropriate.

- 4.4 All of the above reports identified in sections 4.2 and 4.3 above approached the concerns about the Section's work from a slightly different perspective. For instance, the Internal Audit report tended to focus on the officer implementation of processes to ensure that licences were granted appropriately, whereas the Wilkin Chapman report and input from Commissioner Ney emphasised other aspects such as the importance of member training and data sharing.
- 4.5 The content of all these reports was equally valid but, given their alternative perspectives, it was considered necessary to pull the contents of the differing documents together into a composite action plan. The result of officers' efforts is attached for members' consideration as Appendix 1.

5. IMPLEMENTATION PLAN

5.1 The first version of the Implementation Plan was presented to members of the General Licensing Committee in March 2017. It consisted of 30 items, which were "RAG rated" (Red / Amber / Green) to facilitate members' consideration of the rate of progress against stated deadlines. The first version presented to members showed that 5 items were rated as green (complete); 12 were rated as amber (in progress); and 13 items were still to be commenced.

5.2 Since March 2017, the Implementation Plan has been through 24 iterations and – as an evolving document – the number of actions has risen to 33. The three items added over the course of 2017 are:

- D11 (relating to the revised format for hearing panels consisting of 3 elected members);
- D12 (introduction of a Mobile Homes Licensing Policy); and
- T9 (forthcoming review of Gambling Policy).

5.3 Given that the Plan is flexible and required to respond to changes in circumstances, other changes have been adopted throughout the last 12 months – eg in light of resource constraints it has been necessary to change certain timescales in order to reflect matters of the highest priority.

5.4 The Plan has been presented to members of the General Licensing Committee for consideration and monitoring on a regular basis. Members have been generally supportive of officers in terms of progress made against the Plan.

5.5 Of the 33 actions identified in the current Plan:

- 25 are now shown as green / complete (76%);
- 5 are shown as amber / in progress (15%); and
- 3 are yet to be commenced (9%).

6. SUMMARY

6.1 It is pleasing to report that steady incremental progress has been made in implementing the Implementation Plan over the past 12 months. Collectively, officers and members have worked hard to arrive at the point where the overwhelming majority of actions can now be identified as complete (76%) with a further 15% in progress. The 3 items still to be commenced are all resource-intensive and their implementation will require a full-time manager to be in post. Given resource constraints, this is a commendable effort which has led

to the introduction of more robust administrative procedures and a safer environment for local residents.

7. WIDER IMPLICATIONS AND BACKGROUND DOCUMENTATION

7.1 Comments of the Statutory Finance Officer

The report relates to progress made on the implementation plan and therefore there are no direct financial implications. The costs of the Licensing service, including the Head of Licensing post are included in the Council's revenue budget forecasts.

7.2 Comments of the Monitoring Officer

Officers and members have worked hard in the last 12 months to achieve the majority of actions identified within the implementation report. It is imperative that this work continues, so as to ensure that the Licensing Section meets its statutory obligations.

Other implications:	
▶ Risk	It is imperative that the Implementation Plan is implemented, thereby enabling the Licensing Section to continue to improve its process and procedures and demonstrate that statutory obligations are being met.
▶ Equality & Diversity	None
▶ HR & Organisational Development	None
▶ Property & Asset Management	None
▶ ICT / Technology	None

8. BACKGROUND DOCUMENTS

Appendix 1 – Implementation Plan V24

SMT Member's Name – Peter Haywood
Job Title – Revenues Manager

Report Author:	Telephone:	Date:
Peter Haywood	01772 625575	20 February 2018

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APPENDIX 1 - Licensing Service Improvement Plan

No	Action	Responsibility	Target Date	Progress	In Progress/ Completed
Decision Making					
D1	Forward Plan to be a standing agenda item for each Licensing Committee, to include: <ul style="list-style-type: none"> • Member training • Taxi Forums • New/Revised/Reviewed Policies • Quarterly performance reports 	Licensing Manager	February 2017	Draft Plan produced and to be considered by members at GLC on 21.2.17	Complete
D2	Convictions Policy to be reviewed	Licensing Manager	February 2017	Report drafted and on GLC agenda 21.2.17	Complete
D3	Clarification of process to be followed in determining when a matter should be referred to GLC for consideration of the “fit and proper” test. Development of checklist / proforma to record consultation with Legal Services.	Licensing Manager	March 2017	Adopted at committee on 21.3.17	Complete
D4	Clarification of procedure for emergency action under SO 38	Licensing Manager	March 2017	Report drafted and on GLC agenda 21.2.17	Complete
D5	Update procedures in light of new format for Hearings (first implemented on 18 May). Specifically: <ul style="list-style-type: none"> • New text to be drafted for letters to invite person to (i) interview and (ii) Hearing • Revisit wording on interview template • Consider drafting officer witness statements prior to Hearing 	Licensing Manager	June 2017	Draft amendments / updates produced and circulated for comment. Monitoring Officer confirmed that content of revised interview letter was satisfactory 8.6.17.	Complete
D6	Update the report template for information to be presented to the General Licensing Committee which require a decision on the “fit and proper” test, specifically including, where appropriate, mechanics (eg use of ex parte hearings); format; and inclusion of professional advice and recommendations	Licensing Manager	April 2017	Adopted at committee on 21.3.17	Complete

D7	Implement a policy for the testing of modified vehicles	Licensing Manager	November 2017	Work commenced, practical activity underway, on GLC agenda March 2017. Meeting with Brian Derbyshire of LCC on 30 th March. Draft policy adopted by GLC on 13 June 2017, with a requirement to consult before adoption at committee and subsequently at full council. Consultation will include issue of whether to use LCC as sole testing station. Consultation to commence on 1 Aug 2017. Report to GLC 17Oct17. Currently in the processing of facilitating a meeting between LCC and the trade to progress the policy. The meeting between SRBC, LCC and the trade took place on 12 th Jan with a report to be taken to the Feb GLC. Back to 20 th Feb GLC agenda for additional consultation exercise to be authorised	In Progress
D8	Written procedure instructions to be in place for Licensing Officers detailing roles, responsibilities and processes (administrative and enforcement). To include a peer review procedure for decisions taken by Licensing Officers and 10% management checks	Licensing Manager	March 2018	Currently in progress. Peer reviews of all decision are no longer taking place due to the increased knowledge and experience of the licensing officers.	Complete
D9	Annual review of the Hackney Carriage and Private Hire Vehicle Licensing Policy and associated appendices	Licensing Manager	November 2017	14 amendments identified to date and presented to June committee when formal consultation with trade was agreed (to be finally adopted at full Council in Nov). Consultation to commence on 1 Aug 2017. Report to GCL 17Oct17. Adopted at full Council 22Nov17	Complete
D10	Complete implementation of s165-167 of the Equality Act relating to the creation of a list of wheelchair accessible vehicles	Licensing Manager	September 2017	21st March committee approved implementation of the Act. Next steps – identify relevant vehicles, medical exemptions	Complete

				and training programme. GLC 3 June 17 – agreed to consult trade on draft exemptions policy, new documentation adopted. Consultation to commence on 1 Aug 2017. Report to GCL 17Oct17. Adopted at full Council 22Nov17	
D11	Review the constitution of hearing panels with a view to moving to 3 or 5 member panels, with a consistent chair, afternoon hearings. Hearing papers to be restricted to members of the panel with consideration given to the recording of hearings	Licensing Manager in consultation with Corporate Governance Manager	November 2017	Initial report to GLC in June 2017 was withdrawn pending further consultation with leadership. Discussed with vice chair and portfolio holder on 3 rd July, who were in agreement. Confirmation on proportionality issue to be obtained from Dem Services, then portfolio holder to be asked to raise with the leader. A report on moving to 5 member panels is on the agenda for the 19 th Sep GLC	Completed
D12	Mobile Homes Licensing Policy to be introduced	Licensing Manager		Draft policy to the November GLC. Consultation to take place during Dec 17 and Jan 18. The outcome of the consultation and report will be taken to the Feb GLC	In Progress
Strengthening Partnerships					
S1	Re-locate Licensing in closer proximity to Legal Services	Licensing Manager	February 2017	Done	Completed
S2	Hold Taxi Forums on a quarterly basis with members invited to attend	Licensing Manager	June 2017	Included on draft Forward Plan. Need initial discussions with trade. GLC June 2107 - first forum to be arranged for first 2 weeks in July with GLC chair, vice chair and portfolio holder expected to attend (other GLC members invited). Forum took place on 13 th July	Complete
S3	Protocols / practical arrangements (data sharing, relationship building) put in place to meet and share information with partner agencies on a trusted basis. Partners to include: <ul style="list-style-type: none"> the police (fortnightly meetings); 	Licensing Manager	April 2017	Met with the police in February Andy met with the LADO on 27 April. One outcome was details provided giving direct access to the Lancs Constabulary Disclosure Unit.	Complete

	<ul style="list-style-type: none"> LCC / LADO; and other District councils as appropriate 				
Building Confidence					
B1	Formally record details of pro-active enforcement action for reporting to the Licensing Committee	Licensing Manager	February 2017	Details recorded on LALPAC database and manual records	Completed
B2	A performance monitoring report to be submitted to each Licensing Committee	Licensing Manager	June 2017	Agreement for reporting to GLC from June 2017 meeting onwards in place, to detail enforcement undertaken on a monthly basis from the start of 2017-18. Report for members' initial consideration was on agenda for GLC on 13 June 17 but deferred until July 2017. Reported to GLC on 11 th July	Complete
B3	Review current driver / operator licences against the revised Convictions Policy once that has been approved	Licensing Manager	Begin: April 2017 Concluded: August 2017	Exercise underway and c120 files revisited. Due to be completed by mid September.	Complete
B4	An annual report will be provided to the Licensing Committee detailing the performance and activity of the licensing function over the previous 12 months	Licensing Manager	June 2017	On the 13 June GLC agenda but deferred until July meeting. Presented to GLC on 11th July	Complete
B5	Council to receive reports from the Chair of the GLC on the Licensing Service and Committee activity (other than quasi-judicial matters)	Licensing Chair	July 2017	Discussed with Cllr Rainsbury 11 April. Peter to speak to Caroline Elwood re scheduling on the Council agenda. Caroline has suggested that the presentation of the annual report to council should be incorporated into the GLC's Terms of Reference. The presentation of the annual report to full Council by the Chair of GLC is included in amendments to the GLC ToRs that are being reported to GLC on 19 th Sep. GLC ToRs have been amended – GLC Chair to present the annual report to the November council meeting. On the forward plans for SMT and November council. Annual report to full Council 22 Nov	Complete

B6	Safeguarding training to be provided to all drivers	Licensing Manager	December 2017	All drivers have been asked to attend safeguarding training, but 20 drivers have failed to attend. These drivers have been requested to attend online safeguarding training during Feb 18. One to one training will be provided to these drivers as they renew their licences. Safeguarding information is provided to all new drivers at the point of application. A meeting is planned with an external training to provider to consider the possibility of this provider providing driver and safeguarding training. The meeting with Personnel Checks took place, although suggested way forward would require drivers to attend venues across Lancashire. On GLC agenda for 11th July. Consultation commenced on 1 st August regarding using the online Lancashire Children's Safeguarding Board tool as the appropriate training method. Report to GCL 17Oct17. Report to full Council adopted on 22Nov17	In Progress
B7	Implement an operator accreditation scheme	Licensing Manager	December 2018	The adoption and implementation of the scheme is to be undertaken by the new Head of Licensing when that officer is in post	
B8	Member training plan, including safeguarding training and job shadowing, to be agreed	Licensing Manager	March 2017 & ongoing	Approved at 21 Mar 17 GLC. Training on the hearings process to be provided to members on 9 May. Agenda item to reflect on this and identify next steps set for 11 July. Consider a committee visit to another council – possible Preston. An approach has subsequently been made to Preston to observe one of their GLC meetings. No response received from Preston – to be followed up. Preston did not want to	Complete

				go ahead, so Chorley have been approached. Shadowing arranged at Chorley on 15Nov17. Joint training with Chorley being arranged for March 18	
B9	Implement a communications strategy, which includes promotion of the complaints procedure	Licensing officer in consultation with comms team	May 2017	Social media is currently being used to raise the profile of taxi licensing. For example, tweets and facebook posts were uploaded to inform the public of the guide dog test purchase exercise. Steph has agreed to take this on board and to liaise with PR	Complete
Service delivery and transformation					
T1	Develop a schedule of pro-active enforcement action to be undertaken by Licensing Officers during 2017-18	Licensing Manager	May 2017	The team has discussed the best way of scheduling enforcement work. They are considering deciding which work to undertake when they meet weekly on a Monday afternoon	Complete
T2	Training and development programme to be created for Licensing Officers	Licensing Manager	April 2017 & Ongoing	Some training needs identified and options for delivery explored. PDRs to be completed on 28 th April with training (including safeguarding and PACE) being included. PDRs have been completed with Steph & Chris both asking for follow up training on PACE. Training and development has now been incorporated into 'business as usual' and is identified through PDRs and regular one to ones	Complete
T3	Complete review of Licensing and its preferred location in the corporate structure	Chief Exec	January 2018	Delayed due to the re-structure and shared services agenda	Complete
T4	Review the Licensing Officer job descriptions and person specifications. Consider introduction of formal out of hours working requirement / financial implications.	Licensing Manager	January 2018	Delayed due to the re-structure and shared services agenda	Complete

T5	Improvement plan for other licensing matters to be developed: <ul style="list-style-type: none"> Alcohol 	Licensing Manager	Jun 2018	Member learning hour took place on liquor licensing 10 th July. New Gambling policy to be added to the GLC Forward plan for late 2018	In Progress
T6	Implement the new version of LALPAC with data converted/input from the previous version	Licensing Manager	October 2017	Testing complete. Live database installed on 24 th April. IDOX consultancy procured to transfer data onto the new database 24-26 Oct	Complete
T7	Document retention policy to be adopted	Licensing Manager	May 2018	To be dealt with as part of a corporate response to the implementation of GDPR	
T8	Assessment of fees and charges to be effective from July 2018	Licensing Manager	May 2018	Delayed due to the re-structure and shared services agenda	In Progress
T9	Review of the Gambling Policy	Licensing Manager	Jan 2019	Nations policy for all councils to review their gambling policies by Jan 2019. To be included in the GLC forward plan.	

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Scrutiny Committee

Review of the Business & Conference Centre (Formerly the Banqueting Suite)



Draft Final Report – February 2018

For discussion at Scrutiny Committee – 8 March 2018

Task Group:

- ▶ Councillor Sue Jones (Chair)
- ▶ Councillor Colin Coulton
- ▶ Councillor Michael Green
- ▶ Councillor Keith Martin
- ▶ Councillor Mick Titherington
- ▶ Councillor Matthew Tomlinson
- ▶ Councillor Karen Walton

What is Scrutiny?

Scrutiny is all about challenging decisions made by the Council and other local organisations, keeping an eye on local issues and reviewing local policies.

In other words, Scrutiny acts like a watchdog for the people of South Ribble. It is about helping the council to work with local people, partners, other businesses and organisations and voluntary and community groups, to improve the quality of life of residents in the borough.

Scrutiny:

Challenges local performance so that we can raise standards, ensuring the services provided meet customers' expectations;

Questions the decisions of the Council's cabinet and other local organisations;

Reviews policies and becomes involved in the development of new policies;

Holds inquiries and reviews services provided by public organisations on issues of public interest or concern e.g. local hospitals, the police, fire service, utility companies etc.

Makes recommendations for action, change and improvement.

Who is Scrutiny?

Scrutiny is made up of twelve members of the Council who are appointed by all members of the council on an annual basis.

How can you get involved?

Local people and organisations have an important part to play in the Scrutiny process. If you use a service it is important that you let your councillors know your views on how it could be improved.

You can do this in a number of ways:

- ▶ Attend meetings
- ▶ Suggest a topic
- ▶ Get involved in a consultation

You could be asked for your views on an issue or be invited to provide specialist knowledge you have by being a witness in a Scrutiny review or by being co-opted onto one of the task groups.

More information?

Please contact: Darren Cranshaw - Scrutiny & Performance Manager
Tel: 01772 625512 / Email: dcranshaw@southribble.gov.uk

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Chair's Foreword

I was pleased to take this review forward after chairing ***'Mind the Gap – Scrutiny Review of Loneliness and Social Isolation'*** in 2015, which recommended greater use of the Banqueting Suite.



The Scrutiny Committee has taken a keen interest in the use of the Banqueting Suite since the business transformation exercise in 2013, which saw the usage of the facilities reduce significantly and limited work to make the most of this important council asset.

Fast forward to 2018 and another Scrutiny Task Group is reporting on progress for the newly named Business and Conference Centre. After five years I think I can safely say that we have experienced impatience, confusion and often frustration about a “lack of pace” with this situation.

This report, I believe, brings fresh hope and ambition and excitement about the future of this valuable facility.

Our review of the Banqueting Suite not only had the aims of ensuring more effective use of the space and to see improvement, but to consider the Council's approach to project management, income generation and approach to change.

Throughout this review we have tried to be as inclusive as possible and spoken with all relevant stakeholders. We are grateful to Members and staff for meeting with us and giving their views.

We hope this report and our recommendations will help the Council with phase 1 and 2 of the Business and Conference Centre proposals.

I would like to thank my fellow Task Group members for their wisdom, time and effort in ensuring that this review achieved its objectives and has reported in a timely way. Thanks also to our Scrutiny Manager, Darren Cranshaw, for his hard work and valuable expertise.

We commend the report and look forward to witnessing the Council advancing confidently into a new era of community and business involvement with the Business and Conference Centre.

Councillor Sue Jones
Task Group Chair
On behalf of the Scrutiny Task Group

Rationale for the Review

The Scrutiny Committee has taken an interest in the operation of the Banqueting Suite since the Commercial Services Transformation was agreed by Cabinet in 2013 as part of its general monitoring role.

Since then the Scrutiny Review of Loneliness and Social Isolation in 2015 made recommendations about the use and charging policy of the Banqueting Suite by community groups. An informal review was conducted by Scrutiny Members in 2016.

Due to continued Scrutiny Member concerns the Scrutiny Committee asked for a current situation report with regards the Banqueting Suite, which was presented on 27 November 2017, where it was agreed to set up a Scrutiny Review.

In response to a motion at Full Council on 17 January 2018, it was agreed to incorporate consideration of Member refreshments provided prior to meetings as part of this Scrutiny review.

Scrutiny Committee Review Team

- ▶ Councillor Sue Jones (Chair)
- ▶ Councillor Colin Coulton
- ▶ Councillor Michael Green
- ▶ Councillor Keith Martin
- ▶ Councillor Mick Titherington
- ▶ Councillor Matthew Tomlinson
- ▶ Councillor Karen Walton

Review Aims and Objectives

1. To gain confirmation of the Cabinet's vision and plans for the future development and use of the Banqueting Suite.
2. Explore the vision and plans to ensure they are based on robust evidence, consultation and data.
3. Test the business model and pricing policy for the Banqueting Suite.
4. Review the project planning documentation to ensure it is SMART (specific, measureable, achievable, realist and timebound).

5. Agree the monitoring arrangements for Scrutiny to ensure the project objectives and milestones are met.
6. To decide how best to deal with Full Council's request to review Member refreshments prior to meetings.
7. Consider best practice.
8. Make relevant recommendations to the Cabinet.

Links with Corporate Priorities and Corporate Plan

The review links with the Council's Corporate Plan 2017-2018

Corporate Priority:

- ▶ Strong and Healthy Communities
- ▶ Efficient, effective and exceptional council

Corporate outcome:

- ▶ Increased use of an income from existing property assets and investments.

Methodology

The Task Group has carried out extensive research to inform their review and ensure that as many people as possible could get involved in the review:

- ▶ The Task Group carried out desktop research reviewing best practice from other Scrutiny reviews carried out by other councils around the country.
- ▶ The Task Group reviewed key documentation to set the context for the review including:
 - Cabinet report on Commercial Services Transformation
 - Extract of previous reports and minutes presented to Scrutiny Committee
 - Project planning methodology and documentation
 - Centre for Public Scrutiny information
 - Presentation slides
- ▶ The Task Group has met on 6 occasions at the end of January and during February to carry out the review meeting with a selection of key Members and officers:

- Councillor Colin Clark, Cabinet Member for Corporate Support & Assets
- Jonathan Noad, Extended Leadership Team Lead
- Howard Anthony, South Ribble Partnership Manager

- ▶ A focus group was held with members of staff who service the facility.
- ▶ A focus group was held with the new project team
- ▶ The Task Group also had a tour of the facilities

Key Findings

The Task Group has used all the research mentioned in the above methodology to come up with the following key findings that have been used in developing recommendations for the review.

- ▶ The Task Group found limited progress made with the project since the last update to the Scrutiny Committee in November 2017. However, progress has now been accelerated.
- ▶ A new vision and approach to the Banqueting Suite as a Business and Conference Centre is planned.
- ▶ The Cabinet Member is a driving force behind the vision for the facility and has started to ensure that the project is planned with pace.
- ▶ The project has been broken down into 2 phases. Phase 1 is around carrying out a refurbishment of the conference facilities to modernise them using the £80,000 budget already allocated some years ago.
- ▶ A project team has been created and has met on 3 occasions.
- ▶ The project team has a good selection of skills and experience who are all enthusiastic about the project.
- ▶ There is concern as to whether the project team has the capacity to deliver this project alongside the Worden Hall project and their own day jobs.
- ▶ The project team has developed a scope, with some milestones, but more detailed project planning documentation has not been made available. The Cabinet is yet to agree phase 1 of the project.
- ▶ There has been some engagement with employees who service the facility and stakeholders. It would be helpful to the project if further consultation and

involvement with stakeholders was carried out.

- ▶ Ideas for phase 2 of the project are available, which would potentially mean major physical changes to the facility and expansion of the business model. Currently there is no timescale for bringing phase 2 forward.
- ▶ Following Council asking the Task Group to review the Member refreshments prior to Council and committee meetings we have undertaken research into the cost and potential options available. We feel a more objective assessment should be carried out by the Member Remuneration Panel as part of its wider work and we will pass our research onto the panel.

Recommendations

1. Commends the Cabinet Member for his ambitions and acting as a catalyst for this project being taken forward.
2. Welcomes that a project scope has been developed for phase 1 of the project and asks that a more detailed project plan be developed utilising the Council's new projects and performance management system. This should include preparation of a risk register and communications plan.
3. A detailed project and business plan for phase 1 is presented to Cabinet as soon as possible for approval.
4. The phase 2 business plan and project documentation be presented to the Scrutiny Committee for comment and Cabinet for approval in October to inform the 2019/2020 budget process.
5. An assessment of the capacity needed to deliver phase 1 of the project in addition to other projects and the project team members 'day jobs' be carried out to ensure appropriate resources are provided.
6. An engagement strategy is developed to consult and involve frontline employees delivering the service and customers throughout the Civic Centre and surrounding area.
7. Consideration is given to whether external support is required to carry out a market assessment to test the proposed business plan being developed.
8. Quarterly reports are presented to the Scrutiny Committee as part of the new style corporate performance reports being provided.

9. The Independent Member Remuneration Panel be asked to make a recommendation to Council as part of their wider work as to whether refreshments should continue to be provided prior to Council and committee meetings.

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South Ribble Council – Cabinet Forward Plan

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.southribble.gov.uk.
2. A ‘Key’ Decision is defined as:
 - (i) 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.
 - (b) To be significant in terms of its effect on the communities living in an area comprising two or more Council wards.
 - (ii) A decision taker should make a key decision in accordance with the requirements of the Procedure Rules set out in Part 4 of the constitution.
3. 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.
3. The Executive Cabinet is made up of the Leader and Deputy Leader and five other Cabinet Members with the following portfolios:

Executive Leader	Councillor Peter Mullineaux
Deputy Executive Leader and Cabinet Member (Corporate Support and Assets)	Councillor Colin Clark
Cabinet Member (Finance)	Councillor Susan Snape
Cabinet Member (Neighbourhoods and Streetscene)	Councillor Graham Walton
Cabinet Member (Public Health, Safety and Wellbeing)	Councillor Jacqui Mort
Cabinet Member (Regeneration and Leisure)	Councillor Phil Smith
Cabinet Member (Strategic Planning and Housing)	Councillor Cliff Hughes
4. 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 421491 or email democraticservices@southribble.gov.uk.

Heather McManus, Chief Executive

Last updated: 28 February 2018

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
February 2018							
Meeting on 14 February 2018							
Corporate Plan, Risk Management, 2018/19 Budget and Medium Term Financial Strategy	Cabinet	Leader	Expenditure / Savings higher than £100,000	14 Feb 2018	No		Report of the Head of Shared Financial Services, Interim Corporate Improvement Manager
Treasury Management Strategy	Cabinet	Finance	Expenditure / Savings higher than £100,000	14 Feb 2018	No		Report of the Head of Shared Financial Services
Meeting on 1 March 2018							
Mayor and Deputy Mayor 2018/19	Cabinet	Leader		1 Mar 2018	No		Report of the Interim Monitoring Officer

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
Performance Report - Quarter 3	Cabinet	Leader		1 Mar 2018	No		Report of the Interim Corporate Improvement Manager
Pay Policy 2018-19	Cabinet	Leader	Expenditure / Savings higher than £100,000	1 Mar 2018	No		Report of the Interim HR Manager
Meeting on 11 April 2018							
Land at Bamber Bridge	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	1 Mar 2018	Financial/Business Information		Report of the Chief Executive
Housing Framework Delivery	Cabinet	Strategic Planning and Housing	Significant effect in 2 or more Council wards.	11 Apr 2018	No		Report of the Planning Manager
Neighbourhood Forums	Cabinet	Regeneration and Leisure	Significant effect in 2 or more Council wards.	11 Apr 2018	No		Report of the Planning Manager
Use of Civic Centre Accommodation by Third Party Organisation (Part II)	Cabinet	Corporate Support and Assets	Expenditure / Savings higher than £100,000	11 Apr 2018	Financial/Business Information		Report of the Planning Manager

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
The Leyland Truck Trail - 2017 Review/Evaluation and consideration of a Leyland Truck Trail 2	Cabinet	Councillor Phil Smith		11 Apr 2018	No		Report of the Planning Manager