

Council

Wednesday, 23rd November, 2022, 6.00 pm

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

Agenda

1 Apologies for absence

2 Declarations of Interest

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

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

3 Minutes of the last meeting

(Pages 5 - 14)

4 Mayors Announcements

5 Cabinet

(To Follow)

To receive and consider the report of the Cabinet held on 16 November.

6 Urgent Decisions

(To Follow)

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

7 Scrutiny Committee

(Pages 15 - 16)

To receive and consider the report of the Scrutiny Committee held on 11 October and the Scrutiny Budget and Performance Panel held on 14 November (to follow).

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| <p>8 Governance Committee</p> <p>To receive and consider the report of the Governance Committee held on 27 September.</p> | <p>(Pages 17 - 18)</p> |
| <p>9 Standards Committee</p> <p>To receive and consider the report of the Standards Committee held on 2 November.</p> | <p>(Pages 19 - 22)</p> |
| <p>10 Corporate Strategy Refresh 2022/2023</p> <p>To receive and consider the report of the Director of Change and Delivery.</p> | <p>(Pages 23 - 52)</p> |
| <p>11 Review of Council's Code of Conduct</p> <p>To receive and consider the report of the Director of Governance and Monitoring Officer.</p> | <p>(Pages 53 - 80)</p> |
| <p>12 Social Prescribing Service</p> <p>To receive and consider the report of the Director of Change and Delivery.</p> | <p>(Pages 81 - 88)</p> |
| <p>13 The Future of Preston, South Ribble and Lancashire City Deal</p> <p>To receive and consider the report of the Director of Planning and Development.</p> | <p>(To Follow)</p> |
| <p>14 Questions to the Leader of the Council</p> | |
| <p>15 Questions to Cabinet Members</p> | <p>(Pages 89 - 92)</p> |

16 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).

17 South Ribble Leisure Finance Request

(Pages 93 - 96)

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

18 Jubilee Gardens Extra Care - Budget Update

(Pages 97 - 108)

To receive and consider the report of the Deputy Chief Executive.

19 The Future of Preston, South Ribble and Lancashire City Deal

(To Follow)

To receive and consider the report of the Director of Planning and Development.

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Council

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

Forthcoming Meetings

6.00 pm Monday, 12 December 2022 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

Minutes of	Council
Meeting date	Wednesday, 21 September 2022
Committee members present:	Councillors David Howarth (Mayor), Chris Lomax (Deputy Mayor), Will Adams, Jacky Alty, Jane Bell, Renee Blow, Damian Bretherton, Julie Buttery, Aniela Bylinski Gelder, Matt Campbell, Colin Coulton, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Mary Green, Michael Green, Harry Hancock, Jon Hesketh, Mick Higgins, Cliff Hughes, Clare Hunter, Lou Jackson, Susan Jones, Jim Marsh, Keith Martin, Caroline Moon, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, John Rainsbury, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, David Suthers, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman, Carol Wooldridge and Barrie Yates
Officers present:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Chris Moister (Director of Governance), Mark Lester (Director of Commercial), Jennifer Mullin (Director of Communities), Jonathan Noad (Director of Planning and Development), Louise Mattinson (Director of Finance and Section 151 Officer), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services) and Ruth Rimmington (Democratic Services Team Leader)
Public:	30

A video recording of the public session of this meeting is available to view on [YouTube here](#)

38 Minute's silence

The Mayor invited Members to observe a minute's silence in memory of Her Late Majesty Queen Elizabeth II.

Councillors Paul Foster, Karen Walton and Angela Turner paid tribute and sent their condolences to the Royal Family.

39 Notice of Motion

Balloons and sky lanterns

The Mayor explained that he had decided to take this item next as the young lady who had inspired the Motion was in attendance with some of her school.

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A motion was moved by Deputy Leader of the Council, Councillor Michael Titherington, and seconded by Councillor Keith Martin.

The motion stated:

That this Council recognises and identifies the harmful impact of balloons and sky lanterns have on the environment in terms of carbon emissions and biodiversity.

To combat this threat, the borough bans the use, sale and distribution of balloons and sky lanterns on all council owned, operated and controlled land and at all Council events.

To implement this decision Council departments will be instructed not to use balloons or Sky Lanterns at any event and the estates department instructed to add a clause to all and any agreement to prohibit the use of balloons and sky lanterns.

Hannah and Abi from Northbrook Primary Academy spoke in support.

Members spoke in support of the motion, including Councillors Jane Bell, Karen Walton, Angela Turner, Alan Oglilvie and Michael Titherington.

Resolved (unanimously) That the motion be supported.

40 Apologies for absence

Apologies were received from Councillors Carol Chisholm and Stephen Thurlbourn.

41 Declarations of Interest

No declarations of interest were received.

42 Minutes of the last meeting

Resolved: (unanimously) That the minutes of the Council meeting held on Wednesday, 20 July 2022 be approved as a correct record.

43 Mayors Announcements

The Mayor reflected on the sad passing of former Mayoress, Mrs Cecila Palmer and Councillor Jane Bell's daughter, Sarah.

The Mayor gave an update on his recent engagements, including an event with Father Jonathan Cotton and the Benedictine Order from St Mary's Church, Leyland, the opening of the Peace Garden at Midge Hall and the Proclamation of King Charles III.

44 Cabinet

Members received a general report of the Cabinet meeting held on 14 September.

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The Cabinet Member (Finance, Property and Assets), Councillor Matthew Tomlinson, noted that there were financial pressures members needed to be aware of, including the forthcoming staff pay award and energy costs, but assured members that these issues were being planned for.

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

Resolved (unanimously) that the report be noted.

45 Urgent Decisions

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

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

Resolved (unanimously) that the report be noted.

46 Governance Committee

Members received a general report of the Governance Committee meeting held on 26 July.

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

Resolved (unanimously) that the report be noted.

47 Annual Performance Report 2021/2022

The Leader of the Council, Councillor Paul Foster, introduced the report of the Deputy Chief Executive.

Councillor Foster advised that despite the challenges and uncertainty resulting from the global pandemic (Covid-19) and other economic factors, the council has continued to deliver the priorities and projects set out in the 2021/22 Corporate Strategy successfully, whilst supporting businesses, leading community recovery, and maintaining high quality services.

Looking ahead, challenges for the council include continuing to support residents and businesses to recover following the pandemic, responding to anticipated increase inflation and the cost of living, increased demand for local services, and continuing to tackle climate change.

Councillor Caroline Moon arrived at 6:55pm.

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Councillor Alan Ogilvie raised a query regarding when Worden Hall would be opening, and also, when it would start taking bookings. Councillor Foster undertook to confirm these details for members after the meeting.

In response to a query from the Leader of the Opposition, Councillor Karen Walton, members noted that the figure in relation to the council providing value for money (VFM) followed a positive VFM conclusion from the External Auditors and above average position in Local Government Association benchmarking for VFM.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and subsequently

Resolved (unanimously) that the report be noted.

48 Extension to Cafe Pavement Licences

The Cabinet Member Planning, Business Support and Regeneration), Councillor James Flannery, introduced the report of the Director of Planning and Development.

The report had been considered by the Licensing and Public Safety Committee earlier in the month and that the aim of this was to support businesses in the Borough.

The Cabinet Member Planning, Business Support and Regeneration), Councillor James Flannery proposed, the Chair of the Licensing and Public Safety Committee, Councillor Jacky Alty seconded, and it was Resolved (unanimously)

1. To note the changes to the Business & Planning Act 2020 introduced by The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.
2. To agree to extend the proposed duration of granting of pavement licences until 30th September 2023 as per The Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022.
3. To confirm the level of fee charged in respect of applications for pavement licences issued under the Business & Planning Act 2020 as £100.
4. To extend the delegated authority given to Officers.

49 Notice of Motion

Warm Spaces for South Ribble

A motion was moved by the Leader of the Liberal Democrats, Councillor Angela Turner, and seconded by Councillor Harry Hancock.

The motion stated:

This Council notes that there is a cost-of-living crisis in the UK resulting in unprecedented financial pressures on our residents from all walks of life within our community this winter.

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Council further notes that many of our residents are deeply concerned about whether they can afford to heat their homes as a result of this cost-of-living crisis.

As a result, Council resolves to review the use of all of our public buildings, and to work with partner organisations and community groups to do likewise, in order to establish and create free of charge “Warm Spaces” to be made available within South Ribble.

To give our residents the opportunity to utilise our buildings and community facilities to stay warm, and to be able to use such facilities with dignity and respect.

Council therefore resolves to establish a cross party working group to generate a plan for the provision of ‘Warm Spaces for South Ribble’ and its delivery in preparation for the ensuing winter.

Members spoke in support of the motion and the cross party working, including Councillors Karen Walton, Michael Titherington and Rene Blow. Some work was already being undertaken in this important area.

Resolved (unanimously) That the motion be supported.

Constitution amendment

A motion was moved by the Leader of the Liberal Democrats, Councillor Angela Turner, and seconded by Councillor David Shaw.

The motion stated:

Council resolves to amend the constitution as follows

2E Planning Committee

2. Membership

(a) **Political Balance.** The committee is required to have proportional political balance in accordance with the requirements of the Local Government & Housing Act 1989.

(b) **Membership.** 13 members **of the council who are not members of the cabinet.**

(c) **Chairing the Committee.** Chairman appointed by the Council at the first business meeting of the new municipal year.

(d) **Guidance.** Members need to have regard to the ‘Guidance on Member involvement in Planning Procedures’ to be found in Appendix 3 to the Constitution.

Terms of reference for the planning committee.

5. To consider any application which, within 3 weeks of its validation, **a member from the ward in which the application has been made, or member from an adjacent ward which the application directly affects,** has requested the Director of Development, Enterprise and Communities in consultation with the Chair of Planning Committee to refer to the Committee. Any request must be accompanied by appropriate planning reasons for the referral to the satisfaction of the said Director and Chair.

An amendment was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader of the Council, Councillor Mick Titherington. This was accepted as a friendly amendment by the proposer and seconder.

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Deletes - 'Council Resolves to amend the constitution as follows'

Inserts - 'Council Resolves to request that the Governance Committee reviews the following suggested amendments to the Councils Constitution and reports back with recommendations for consideration as quickly as possible'

Members supported the issue being considered by the Governance Committee, including Councillors Karen Walton, Margaret Smith and Matthew Tomlinson. There were a number of other issues relating to the constitution which would be considered at the same time.

Resolved (unanimously) That the amended motion be supported.

50 Questions to the Leader of the Council

Councillor Margaret Smith noted there had been some confusion with residents regarding the collection of their waste and recycling bins following the passing of the Queen and the Bank Holiday. The Leader explained that various options had been considered, but the decision had been made to make all collections a day late. This had been communicated to residents via social media channels and the community hubs etc.

The Leader of the Opposition, Councillor Karen Walton, noted the targets for the abandoned call rate within Gateway was currently underperforming, and queried when the targets were expected to be met for calls answered within 90 seconds and the abandoned call rate.

The Leader noted that there were a number of pressures affecting Gateway, arising from Covid and processing the rebate from the Government, staffing shortages and recent successful recruitment. Staff in Gateway required comprehensive training and this took some time. The Leader undertook to provide more details following the meeting.

There were two questions from a member of the public, S Cooper.

1. When will the South Ribble museum be reopening?

The Leader advised that while the museum had been closed officers had found a significant issue with damp and mould in the building, which means it is not safe to open the building to the general public. A piece of work has been undertaken to look at the extent of the repairs required which is significant. Given the significant amount of investment needed an exercise is being undertaken to look at future uses of the building to ensure that the work that is carried out is done with this in mind. To that end there is no fixed date yet as to when South Ribble Museum will open, but hopefully spring next year.

2. Please could you explain about the recent article in the LEP regarding the costs of the refurbishment of the Vernon-Carus Cricket Club at Penwortham stated to be £265,000. The BBC's programme showing the Cabinet meeting with Freddie Flintoff agree £200,000 with Freddie donating £25,000 of his own money and raising another £25,000, so why is SRBC paying £265,000?

The Leader explained that the original budget was established for £175k. £150k funded by the Section 106 receipt (as part of the arrangements for the transfer of land at the Vernon Carus Sports Club and Penwortham Reservoir to the Council

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from Lane End Developments Construction Ltd) and a transfer of £25k from the existing, approved, Leisure Local budget.

At Cabinet in November 2021, at the time the documentary was filmed, an increase of £75k was approved, funded by £50k of new external funding (i.e. from Mr Flintoff and his associates) and £25k from the Council's internal resources.

Further to this in January 2022, after the filming of the documentary and on refinement of the schedule of works, the budget was increased by a further £15k through a virement from the approved, existing 'Leisure Local' capital budget.

51 Questions to Cabinet Members

Deputy Leader and Cabinet Member (Health and Wellbeing) - Councillor Mick Titherington

Councillor Caroline Moon noted frustrations with the booking system for swimming at Leyland Leisure Centre, with a requirement to book in advance, but spaces available during the booked slot due to swimmers not attending.

Councillor Titherington agreed to review this.

Councillor Margaret Smith queried the progress on the refurbishment of the Leisure Centres and related budget.

Councillor Titherington noted there was an item later on the agenda relating to the refurbishment.

There was a question from a member of the public, J Hurley.

The council passed a Notice of Motion in January 2020 opposing the closure of Chorley and South Ribble A & E. Is there any scope to meet with Councillors to discuss the New Hospitals programme or the new Integrated Care Boards (ICBs)? Particularly regarding details about the New Hospitals Programme and public scrutiny of the ICB's.

Councillor Titherington noted that all members shared concerns regarding the New Hospitals Programme and agreed to meet as requested if the resident contacted him by email to arrange this.

Cabinet Member (Communities, Social Justice and Wealth Building) – Councillor Aniela Bylinski Gelder

Councillor Damian Bretherton queried why 'welcome to Walton Park' sign had been rejected by the Community Hub.

Councillor Bylinski Gelder explained that similar welcome projects were in place around the Borough and that decisions on these projects were made by the Hubs themselves.

Councillor Damian Bretherton noted that the railings around the perimeter of the Bells Way play area had not been painted for some time. Materials had been supplied, but not the labour for the work to be undertaken.

Councillor Bylinski Gelder explained that decisions on these projects were made by the Hubs themselves.

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Councillor Damian Bretherton requested the balance of the budget for the Walton-le-Dale ward in May 2019 and to date.

Councillor Bylinski Gelder noted that the budget position was set out within the reports, but details would be shared following the meeting.

The Leader of the Opposition, Councillor Karen Walton, queried a delay in organisations receiving funding from the Boost fund and the Leisure Local fund. Councillor Bylinski Gelder noted that there are a need to undertake due diligence and follow the process required. There had been communication with the relevant groups regarding timescales.

Councillor Caleb Tomlinson queried if the Cabinet Member was aware of welcome signs at a number of areas within South Ribble.

Councillor Bylinski Gelder advised she was not.

The Leader of the Liberal Democrats, Councillor Angela Turner, queried the process for signing off the Boost funding by the Leader of the Council and herself as Cabinet Member, suggesting that the decision making should be bottom up.

Councillor Bylinski Gelder noted that the Hubs had determined the projects to move forwards initially following suggestions from the community. The final decision was taken based on what the Hubs had put forward. The sign off process had been put in place following a discussion with auditors and officers.

Councillor Phil Smith suggested the process for allocating the funding for the Community Hubs and Boost funding be shared with members.

Councillor Bylinski Gelder agreed to share relevant information regarding this and discuss the process moving forwards. She requested Councillor Smith email details of what he would like to enable her to facilitate this.

Cabinet Member (Finance, Property and Assets) – Councillor Matthew Tomlinson

There were no questions.

Cabinet Member (Planning, Business Support and Regeneration) – Councillor James Flannery

Councillor Paul Wharton-Hardman queried with residents regarding the new cricket facility in Farington and asked for assurances that the Council would champion the voice of the residents with Lancashire County Council. Councillor Flannery gave assurance that he would.

Councillor Caroline Moon noted some issues with the car parking signage at Worden Park. It wasn't clear if restrictions were in place only during term time and if vehicles with blue badges were able to return within a time period. Councillor Alan Ogilvie also queried if restrictions applied to the overflow car park. Councillor Flannery agreed to investigate the issues and respond following the meeting.

52 Exclusion of Press and Public

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (unanimously)

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

53 Review of management capacity

The Leader of the Council, Councillor Paul Foster, introduced the confidential of the Chief Executive.

The report presented the review of management capacity and sought approval for changes to the council's management structure to ensure that it is able to deliver its priorities.

Members debated the proposals, including the Leader of the Opposition, Councillor Karen Walton, the Leader of the Council, Councillor Paul Foster and Councillor Matthew Tomlinson,

It was noted that the Shared Services Joint Committee was cancelled due to the sad passing of Her Late Majesty Queen Elizabeth II, but noted the Joint Committee was not a decision making body. There was a desire to implement the structure to enable the priorities of the council to be delivered.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (by majority 28:20:0)

To approve the changes proposed to the council's management structure within the review of management capacity.

For: Will Adams, Jacky Alty, Jane Bell, Renee Blow, Aniela Bylinski Gelder, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Harry Hancock, David, Howarth (Mayor), Chris Lomax, Mick Higgins, Clare Hunter, Lou Jackson, Susan Jones, Keith Martin, Colin Sharples, David Shaw, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Ian Watkinson, Paul Wharton-Hardman, Carol Wooldridge.

Against: Damian Bretherton, Julie Buttery, Matt Campbell, Colin Coulton, Mary Green, Michael Green, Jon Hesketh, Cliff Hughes, Jim Marsh, Caroline Moon, Jacqui Mort, Peter Mullineaux, Alan Ogilvie, John Rainsbury, Margaret Smith, Phil Smith, David Suthers, Karen Walton, Gareth Watson, Barrie Yates.

54 Decarbonisation Programme Phase 3 - Project Update

The Mayor advised he had agreed to accept this as an urgent item as new information had been received and a decision was required to enable the project to continue.

The Leader of the Council, Councillor Paul Foster, introduced the confidential report of the Director of Commercial Services.

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The report provided an update on the current project to decarbonise the Leisure Centres following the grant award of £4,968,854.00 from Salix. The report also described the rationale for an alternate procurement strategy.

Members debated the proposals, including Councillor Alan Ogilvie, and noted the challenging timescales and difficulties in the construction industry with escalating costs at the current time.

A further report would be presented to the next meeting.

The Leader of the Council, Councillor Paul Foster proposed, the Deputy Leader of the Council, Councillor Mick Titherington seconded, and it was Resolved (unanimously)

1. That the Council pursues an alternate procurement strategy in relation to the decarbonisation works, aligning them with the wider refurbishment works.
2. That the Council appoints a contractor through direct award via the RISE framework to enable better co-ordination of decarbonisation and refurbishment works and better manage risk and disruption.
3. To confirm direct purchase of mechanical and electrical (M&E) equipment (Air Source Heat Pumps) already ordered via the existing framework contractor to ensure cost certainty to the value £1,790,000.

Mayor

Date

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Report of Scrutiny Committee

1. This report summarises the business considered at the meeting of the Scrutiny Committee held on 11 October 2022.

Scrutiny Committee – 11 October 2022

2. We requested an additional meeting of the Scrutiny Committee be arranged before Christmas in order to consider Employee Survey Results and the Leisure Company Progress Report. A date has been arranged for Thursday 24 November 2022.

Penwortham Masterplan

3. The Cabinet Member for Planning, Business Support and Regeneration, the Director of Planning and Development, Head of Development Management and a representative of the consultants GL Hearn attended the meeting to present an update on the Penwortham Masterplan.
4. We look forward to receiving further information of the split in consultation responses between residents and businesses;
5. We asked that more be done to engage with landowners through the masterplan process;
6. We requested that further communication be undertaken with residents to help manage their expectations on timescales for delivery;
7. We asked that the document be reviewed further in light of the financial and economic challenges we face;
8. We were pleased to hear that the masterplan would fully consider public transport and connectivity between the three district centres; and
9. We thanked the Cabinet Member for Planning, Business Support and Regeneration, the Director of Planning and Development, Head of Development Management and the consultant from GL Hearn for their attendance and answering our questions.

Lancashire Fire & Rescue Service Emergency Cover Review Consultation

10. The Head of Service Development and the Station Manager from Lancashire Fire & Rescue Service attended the meeting to present draft proposals included as part of the Service's Emergency Cover Review Consultation.
11. We heard that the proposed change in duty system from day crew plus to flexi day crewing at Penwortham Fire Station had been recommended following analysis of data around attendance times and targets, areas of risk, incident frequency and staffing levels with the objective of identifying how best to deploy resources within a limited budget;
12. We welcomed the opportunity to contribute towards the consultation;
13. We strongly opposed the replacement of day crewing plus for the following reasons:
 - a. the increased response times to incidents and potential impact on fire safety and saving lives;

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- b. the wider impact of the proposals on Preston and central Lancashire which isn't reflected in the data;
- c. we queried over the validity of the data associated with the proposals;
- d. concern that not enough crew members live within a 5-minute radius of Penwortham Fire Station and the logistics involved such as training;
- e. the strategic importance of Penwortham Fire Station with regards climate and other emergencies across the county and regionally has not been reflected.

14. We thanked the Head of Service Development and the Station Manager for their attendance and answering our questions.

Urgent Decisions

15. We received a report of the Director of Governance and Monitoring Officer which outlined a number of urgent decisions taken since 20 July 2022 in accordance with the urgency procedures outlined within the Council's Constitution.

16. We noted that 3 urgent decisions had been submitted during this period.

Recommendation(s)

That Council note the report.

Councillor Ange Turner
Chair of Scrutiny Committee

BS

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Report of Governance Committee

I am pleased to present the general report of the Governance Committee summarizing the business which was considered on 27 September 2022.

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

Audit Progress Report and Sector Update

1. The committee considered a report of the Council's External Auditor, Grant Thornton who gave members an update on audit progress and the general sector.
2. We were advised the audit for the financial statement of accounts was underway with good progress made with the assistance of the Council's finance team. It was anticipated the audit would meet the deadline of 30 November. The External Auditors explained there were no significant issues to report and they would present the full audit findings report to Governance Committee in November.
3. We asked the External Auditor her view on the consolidated accounts for South Ribble Leisure Limited and asked if the figures would be independent from the authorities main set of accounts. The Director of Finance advised there would be a set of accounts for SROLL and these would be published on Companies House as required and these would be provided in due course.

Internal Audit Interim Report as at 31 August 2022

4. The committee considered a report of the Service Lead (Audit and Risk) that sought to advise members of the work undertaken in respect of the Internal Audit Plan from April 2022 to August 2022 and to give an appraisal of the Internal Audit Service's performance to date.
5. We noted that three reports had been finalized with one adequate rating, one limited rating and one substantial rating The Service Lead (Audit and Risk) explained it was not unusual to see a limited rated report and other Governance Committee's across the North West would also be presented with these reports.
6. We expressed concern at the Utilities Management report and asked if there were any plans to recruit a property manager to look after the Council's portfolio. We were advised by the Director of Commercial that a management post had been created to look after the functions of estates and housing and recruited through an agency. However, the individual left after a short period. Another individual had been interviewed and the authority were in the position to make an offer of employment.

Internal Audit Plan October – March 22

7. The Service Lead (Audit and Risk) presented a report that set out the programme of work to be undertaken by the Internal Audit Service over a six month period.

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8. The Service Lead (Audit and Risk) explained the plan was now prepared over a six month period to strengthen Internal Audit's approach to risk based auditing. Ensuring that resources are focused on the highest risk within the Council. The approach also allows the plan to be accurately tailored to the resources available within each six month period.
9. In response to a member enquiry, the Service Lead (Audit and Risk) explained that audits would be selected based on the highest area of risk within the Council.

I would like to recommend that Council note the report.

Councillor Ian Watkinson
Chair of the Governance Committee
CA

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Report of Standards Committee

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

Meeting held on 15 September 2022

Review of Members Code of Conduct

2. The Shared Services Lead: Legal Officer presented a revised and updated Code of Conduct for consideration and recommendation to Council.
3. He also presented an updated Investigation and Hearing Procedure to sit alongside the Code of Conduct for consideration by the Committee.
4. The Committee considered the Code of Conduct and Investigation and Hearing Procedure in detail and following discussions the following amendments were suggested:-
 - That it be clarified that in instances in the document where the Monitoring Officer is referred to, in their absence the Deputy Monitoring Officer is applicable.
 - That the front page of the document reflect that the Code of Conduct contains local amendments and is not just the LGA Model Code.
 - With regard to Complying with the Code of Conduct and particularly paragraph 8.4 relating to sanctions imposed following a finding of breach of the Code of Conduct, to amend the document to clarify that the right to challenge is limited, alternative recourse may include Judicial Review or the Local Government Ombudsman however the member concerned would need to seek legal advice.
 - That any typographical errors in Appendix B – Investigation and Hearings Procedure be corrected
 - To specify that if a Hearings Panel is convened it is the decision of the Monitoring Officer in consultation with the Chair of the Standards Committee whether the Panel consists of the full Standards Committee or a sub-committee of that Committee.
 - Paragraph 27 - the bullet point list outlining suggested options for sanctions is non-exhaustive. It was noted that for example the Group Leader referenced at bullet point 2 may not wish to implement the sanction.
 - That references to “he” be amended so that the documents are gender neutral.
5. It was clarified that “Investigating Officer” would usually be one of the legal officers at the Council, however in the past we have instructed externally. This would be at the discretion of the Monitoring Officer.
6. As part of further deliberations on the Investigation and Hearing Procedure, the following points were made:-

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- it was not clear at what stage the Monitoring Officer was required to notify the subject member about the complaint. Mr Dave Whelan, Deputy Monitoring Officer clarified that if the complaint passes the initial assessment, then the subject member will be notified.
 - there was no mention in the Procedure of the Initial Assessment Hearing Panel, which had been useful in the past as and when appropriate. Mr Whelan agreed that it was a useful option to have and he would raise this with Chris Moister, the Monitoring Officer.
 - The procedure should include a provision that the complainant be anonymous in certain circumstances. Mr Whelan indicated that as a general principle the subject member ought to know the identity of the complainant however he would speak to Chris Moister about the inclusion of additional provisions for anonymity in certain cases.
7. It was also brought to members' attention that the Investigation and Hearing Procedure presented had not been considered by the Code of Conduct Working Group as part of its review. It was therefore suggested that the Committee recommend the Code of Conduct (as amended above) to Council and that a revised Investigation and Hearing Procedure be considered in further detail to a future meeting of the Standards Committee.
8. The Committee resolved:-
1. That the Code of Conduct as detailed in Appendix A to the report (as amended) be recommended to Council; and
 2. That a revised Investigation and Hearing Procedure be considered at a future meeting of the Standards Committee.

Meeting held on 2 November 2022

Request to Appoint Independent Person

9. The Shared Services Lead: Legal Officer / Deputy Monitoring Officer presented a report seeking approval to commence processes for the appointment of a second Independent Person following the recent resignation of Mr Barry Parsonage.
10. The report explained the reasons for having two Independent Persons on the Standards Committee, including potential conflicts of interest and cover for ill health.
11. The Chair wished to formally record the Committee's thanks to Mr Parsonage for his hard work over the years.
12. It was resolved:-

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That the Committee agrees that a second Independent Person be appointed and that accordingly recruitment processes be commenced.

Report to Standards Committee - Investigation and Hearing Procedure

13. The Deputy Monitoring Officer presented a report requesting approval of an amended Investigation and Hearing Procedure following the last Committee on 15 September 2022.

14. He highlighted the key amendments which included:-

- To clarify the stage at which the member would be informed of a complaint about them
- Inclusion of the right to challenge – a members may refer to the matter to the Ombudsman
- Inclusion of the provision for members to maintain confidentiality
- Inclusion of provision that a complainant may be granted anonymity.

15. The Chair thanked members of the Code of Conduct Working Group and supporting officers for their hard work.

16. The Committee resolved:

That the Investigations and Hearings Procedure (Appendix A) be recommended to Council for approval.

COUNCILLOR CAROL WOOLDRIDGE
CHAIR OF THE STANDARDS COMMITTEE

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Report of	Meeting	Date
Director of Change and Delivery (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 23 November 2022

Corporate Strategy Refresh 2022/2023

Is this report confidential?	No
Is this decision key?	Not applicable

Purpose of the Report

- To seek approval for the refresh of the Corporate Strategy 2022/23 – 2023/24.

Recommendations to Council

- That the Corporate Strategy 2022/23 – 2023/24 be approved.

Reasons for recommendations

- To ensure that the Corporate Strategy reflects the needs of the borough and that council resources are directed towards key priorities.

Other options considered and rejected

- The other option is to not review the strategy. However, this would mean that the Corporate Strategy may no longer reflect the needs of communities and businesses within the Borough, as well key projects and measures no longer being relevant.

Executive summary

- The Corporate Strategy is the key strategic document setting out the Council's vision and priorities. A full refresh was undertaken in October 2020 to ensure that the strategy remained fit for purpose and to reflect the challenges and opportunities resulting from the pandemic.
- In line with the annual corporate planning cycle, a review of the strategy has been completed to assess overall progress and ensure that the strategy remains relevant. The strategy has been updated and is included at Appendix C.

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7. Over the last 12 months, the Council has delivered significant impact and outcomes for South Ribble, promoting a positive recovery from the pandemic and setting the borough up for the future. Corporate Strategy projects have included reopening Worden Hall, Music in the Park, insourcing of critical services and furthering plans for massive investment in our town and local centres. The community hub model is flourishing, and local partners have been supported with grants and assistance reflecting our collaborative ethos. Commitment to tackling climate change remains critical with recent approval of the biodiversity strategy and decarbonisation of assets. Governance and financial management is now stronger and more robust, confirmed by positive feedback to our peer review.
8. Global disruption continues to present major challenges for communities and partners, however South Ribble Borough Council remains firmly committed to doing even more for residents and build on work to date. Through the refreshed Corporate Strategy, residents will benefit from greater engagement and collaboration with the Council through local hubs; more affordable and fit for purpose housing will be delivered; community and leisure facilities across the borough will be enhanced to encourage health and wellbeing; there will be more events and activities for families; and economic growth will be promoted through initiatives to support investment and skills.
9. The approved vision and four corporate priorities have been retained to demonstrate a commitment to the values and principles under which the administration was elected:
 - An exemplary council,
 - Thriving communities,
 - A fair local economy that works for everyone,
 - Good homes, green spaces, well places.

Corporate priorities

10. 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

11. The Corporate Strategy provides a clear statement of what the Council aims to achieve over the next two years. The strategy sets out the Council's vision, priorities, and long-term outcomes for 2022/23 – 2023/24 along with priority activity to be delivered through the corporate projects and measures of success for the year ahead.

Achievements in 2021/22

Exemplary Council

12. The Council has continued in its journey to strengthen governance through open and transparent services. The Peer Review team returned in 2022 to complete a follow up visit to the 2021 peer challenge; they recognised the robust action plan developed in response to their original recommendations and found that the Council has responded positively in making fundamental improvements across the themes of governance, performance improvement and people management. In particular the peer team commended the Council's relationship with communities and highlighted the Community Hubs model as strong model to be developed further towards the Council's ambition to understand communities and deliver excellent value for money.

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13. Work with partners has been further developed to improve local services and our relationships with key stakeholders. Through the Chorley and South Ribble Partnership, progress has been made to address data governance and move towards producing a single interactive, visual dashboard with area profiles. The Partnership have also hosted a series of round tables to engage proactively with a wide range of businesses and economic leaders across South Ribble. Local businesses have identified key challenges around land supply, infrastructure and employment needs and their feedback has been used to shape the future economic strategy. By the end of the third quarter the Partnership is set to launch a place-based intelligence dashboard.
14. Further shared services have been developed with the implementation of phase two which has seen the development of shared ICT and Customer Services across South Ribble and Chorley. The single operating model has been accelerated and new technologies are being brought forward to support transformation in the way we work. This includes a new telephony system to route calls to officers more efficiently so that customers get the support they need as quickly as possible. Continued transformation has ensured that the Council has greater, resilience and capacity to deliver sustainable services for residents.

Thriving Communities

15. The Community Hubs have been further developed, delivering benefits across the borough including improving disability access to the Eagle and Child Bowling Club, delivery of South Ribble in Bloom, resocialisation/social isolation interventions such as chatty cafes and installation of happy to chat benches. The Council has made significant investment in communities across South Ribble including delivery of the 'Leisure Local' fund which distributed over £245k to 21 community groups/sports clubs to make recreation, leisure, and sport opportunities accessible to everyone. Further funding was provided through the 'Boost Fund Plus', distributing over £283k to 15 successful community groups and local organisations. This investment ensures that these groups are resourced well and able to provide support and services to communities when they need them.
16. Over the summer, 20,000 people attended events hosted by the Council over the long bank holiday which included a Great British themed Leyland Festival, followed by an 80's themed Music in the Park event. The events provided communities the opportunity to get involved as well as providing a boost to our local economy following the pandemic. The events were well received, and the Council is planning a second major music event for 2023, building on its success.
17. Since the Youth Council was established in October 2021 its members have identified the key focus themes including mental health, Black, Asian, and Minority Ethnic issues, veterans, foodbanks and knife crime. Youth Council members have been supported throughout the year to access emotional personal resilience and mental health workshops funded by the Cooperative Council's Innovation Network and delivered by Lancashire Youth Challenge.

A Fair Local Economy that Works for Everyone

18. Leyland Town Deal was recently approved by the government securing £25 million, which combined with a further £13 million from the Council will deliver a range of improvements to the town centre. This includes refurbishment of Leyland Market, new residential properties and a new business and skills hub. The plans will provide a boost to local business as well as opportunities to drive skills and create jobs for local people during the construction and through new commercial facilities.

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19. Residents have been supported through the pandemic recovery and with the increasing costs of living through a range of interventions in partnership with local services. A cost of living conference was held in August with representation over 20 local partners, followed up by development of an action plan and a multi-agency Cost of Living Task Group. The delivery of the household support fund has provided a lifeline to many residents and in the second round of delivery over £200k has been invested to support residents with food, energy, and essential items.
20. Promoting fairness continues to be central to local community and economic development through testing out setting up local cooperative business models. This has included a pilot initiative with a local community group to develop a food based cooperative to test and evaluate possible approaches. Internal training has been enhanced to promote knowledge and awareness of social wealth building, resident cooperatives and employee owned businesses.

Good Homes, Green Spaces and Healthy Places

21. The Council has approved a programme of investment for improvements to leisure facilities across the borough. The investment of £8.6 million will deliver improvements to Bamber Bridge, Leyland and Penwortham leisure centres and the South Ribble Tennis Centre. The works are alongside existing plans for decarbonisation, and works will include revamped pool side areas, refurbishing of wet side changing rooms, and remodelled reception areas allowing for a more welcoming entrance for members.
22. The planned renovations to Worden Hall have been completed, after an investment of £2.8 million to transform the space in to a modern and inviting facility. The Folly Café has been expanded and relocated to within the old hall and upgrades to the foyer, refurbishment of the Marsden Room and first floor rooms into a flexible event space will support the building to become more sustainable and its focus as a heritage asset secured. The renovations have enabled a number of local businesses to relocate to the hall, including a cooperative based business, reflecting council ambitions.
23. Council schemes to provide local people with a choice of decent and affordable homes have moved forward significantly. The McKenzie Arms site is well under construction and due to complete by February 2023, providing a mix of 15 new affordable townhouses and apartments in Bamber Bridge. Jubilee Gardens Extra Care Scheme has been developed and planning approvals received enabling the development to start in early 2023. The scheme will provide self-contained homes with support services to the over 55's to support independent living.
24. Leading action to address climate change, the Council has reached its target of 110,000 trees planted, one for each resident. Further sites have been identified to plant additional trees over the next few months, enhancing the biodiversity of the borough in line with the Biodiversity Strategy approved this year. Sites across the borough include New Longton Woodland, Cockshot Wood, Townsway Orchard and Lostock Hall Academy. Infrastructure for electric vehicles has been improved with 19 additional charging points installed across the borough.

Project delivery 2021/22

25. As well as delivering major schemes, the 2021/22 Corporate Strategy included a number of projects that focused on progressing priorities over multiple years. A summary of the existing projects, their status and whether they are carried forward or due to be completed is included at Appendix A.

Performance

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26. The 2021/22 strategy included 27 key measures to make it possible to monitor progress towards achieving the priorities and long-term outcomes. These have been reported throughout the year in quarterly monitoring reports that have been presented to Cabinet and Scrutiny Budget and Performance Panel.

Development of the Corporate Strategy 2022/2023

27. The 2022/23 Corporate Strategy will build on the impact and outcomes that the Council has delivered for residents in recent years. Recognising the challenging context, even more will be done to support residents, deliver tangible improvements and set the borough up for the future.
28. The overall vision and priorities are retained as they remain consistent with the ambitions and outcomes that the council is striving to achieve for the borough. Fourteen priority projects have been identified for delivery over the next 12 months incorporating ongoing schemes and new initiatives to drive forward progress. Performance measures have been reviewed and updated to ensure that they reflect the current context and remain challenging.
29. The Corporate Strategy sets out to achieve thriving communities. The Council has a strong track record of supporting communities through the pandemic and the approach to early intervention will be embedded further by implementing a social prescribing service and closer links with local GP's. Building on the success of the community hub model, more support and advice will be provided for residents within neighbourhoods. Community spaces will be identified to enable greater access to services for key groups including older people, families and vulnerable young people. As part of continuing to mitigate the impact of the cost of living crisis, the Council will deliver the activity in the cost of living action place by working with to target health inequalities.
30. A new economic strategy will be brought forward to set out a clear plan for economic growth and sustainability, which will be supported with investment from the UK Shared Prosperity Fund. New grant schemes will be developed to support businesses to implement climate adaptations and initiatives will be put in place to develop future skills to meet workforce demands. Leyland Town Centre will benefit from £38 million of improvements and work will start to bring forward the refurbishment of the market, additional homes and sustainable transport infrastructure.
31. Delivery of affordable homes is a key priority and two major schemes are in delivery or development. The McKenzie Arms will be completed as well as work commencing on Jubilee Gardens Extra Care scheme which will be expected to be completed by early 2024. While these schemes are delivered the Council will be focused on developing further options for affordable and flexible housing to address the pressures on access to housing locally.
32. Climate change remains a critical focus, cutting across all proposed project delivery activity. We will continue to undertake specific work to improve our own assets, delivering improvements to the Civic Centre and through the climate change programme proactively encourage positive action across the borough by providing infrastructure and incentives.
31. The proposed key projects and an overview of what they will deliver is shown below:

Project	Description
Good homes, green spaces, well places.	

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Project	Description
Deliver affordable, quality homes to meet the needs of local communities	To continue delivery on the commitment to provide more affordable housing, the Council will develop and implement a plan to support the acquisition of more affordable homes. In addition, the existing schemes are included: <ul style="list-style-type: none"> • The McKenzie Arms development will be completed, and affordable homes delivered with 15 units available by mid-2023. • Deliver the Jubilee Gardens development, starting with construction and opening the show apartment for planned completion by 2024.
Complete a programme of improvements to local play areas across the borough	Continuing to invest in local green spaces and play areas, the Council will deliver a number of improvement schemes to enhance quality and accessibility at play areas across the borough.
Deliver the climate change strategy	To continue the delivery of the climate change strategy: <ul style="list-style-type: none"> • Biodiversity Consultation / Action Plan • Air Quality Action Plan Consultation • Waste Strategy Consultation • Installation of Charging Points for electric vehicles • Plant 27,500 trees
An Exemplary Council	
Continue to develop high quality and responsive council services	Deliver ongoing improvements to customer services so that all customers are able to access the services they require when and where they choose to. Implement the shared property and assets service to make the best use of skills and expertise.
Deliver improvements to the Civic Centre workspace	Take forward plans to improve working environment at the civic centre, providing a modern, attractive working space to facilitate new working models, improve staff morale, and promote collaboration and maximizing space in the building.
Work with partners to join up public services for residents	Bring forward and develop a shared intelligence approach between partners that supports local services to target areas of need and establish a locality-based model of service provision.
Thriving Communities	
Deliver Music in the Park 2023	Deliver the 2 nd Music in the Park event, planned for 28 May 2023 in Worden Park.
Develop social prescribing in South Ribble	Implement a social prescribing service for South Ribble and work with partners to enhance provision, address health inequalities and improve outcomes.
Create community support spaces	The project will support communities to access safe and supportive environments within local communities by working with partners and opening up spaces that provide places for people to go in their neighbourhood area, particularly:

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Project	Description
	<ul style="list-style-type: none"> • Young families • Older people • Those who are socially isolated • Young people
Deliver the Cost of Living Action Plan	Deliver the Cost of Living action plan, working with partners to provide practical financial support to households including advice and access to services that promote wellbeing.
A fair local economy that works for everyone	
Deliver the Economic Strategy	Set out and implement a strategy to ensure that South Ribble Borough Council is proactive in enabling and promoting a strong economy. The strategy will focus around the future for economic growth, investment and business support, which reflects the post pandemic environment and economic challenges faced by businesses.
Develop green energy schemes for local businesses	A package of support for businesses to undertake energy adaptations including an energy audit, recommended changes and potential grant towards improvements. Aim is to achieve sustainable benefits rather than short term bill paying and support the Council's ambitions on climate change.
Deliver the South Ribble Skills Factory	Businesses in South Ribble are committed to developing and growing their workforces to meet future skills demands. The South Ribble Skills Factory will establish a dedicated council-led support service that can provide advice with workforce upskilling, development plans and access to training provision.
Develop town centres as vibrant multi-use spaces	<p>To continue the investment in our town centres by delivering on the £38 million Town Deal for Leyland Town Centre and surrounding area.</p> <p>To bring forward the development of Penwortham Town Centre following approval of the master plan.</p>

Measuring Progress

Corporate Strategy measures

33. The strategy includes 28 performance indicators that will be measured and reported against to demonstrate success and progress towards achieving the priorities and long-term outcomes. Existing measures and targets have been reviewed and updated to ensure that they remain challenging to reflect the Council's ambition. Consideration has also been given to performance in the current environment of pandemic recovery and economic challenge.
34. To reflect the refreshed delivery plan for the coming year several new indicators have been introduced to monitor performance against key projects and projected outputs. The indicators proposed are:

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- **Number of people referred to social prescribing service** (this is to reflect the introduction of a social prescribing service and associated support and advice)
 - **Value of savings for credit union members with family loans** (this is to reflect progress with the credit union on balance between loan and savings which is a distinct characteristic of credit unions, to promote savings whilst providing loans)
 - **Number of improvements to parks and open spaces** (this is to reflect a programme of improvements to key play areas across the borough)
 - **Number of Business Engagements / support provided by the Council** (this is to reflect the development of projects on business energy support and skills factory)
 - **% Social and Local Economic Value Added** (This indicator provides an average of the percentage value achieved in social value for contracts over £100k)
35. Several indicators were to be baselined following performance within the year. Average performance has been used to set targets for the following indicators:
- **Number of residents participating in activities delivered by the Council,**
 - **The number of wellbeing sessions delivered by the Council,**
 - **Number of households in temporary accommodation at the end of the quarter.**
36. A number of indicators are proposed to be moved from the corporate indicator list and collected locally. This is to reflect changes in delivery or where a more appropriate indicator has been substituted to better reflect performance. A summary of these indicators is below:
- **Number of new savers with Unify Credit Union in South Ribble:** this is a project related indicator and saving numbers only provides one element of the outputs. An important measure of success is the value of savings and undertaking of loans. To better reflect progress the indicator will be replaced with a measure that indicates the value of savings from those who have family loans.
 - **The number of people who are prevented from becoming homeless or have had their homelessness relieved:** This indicator has no target and been monitored over the past twelve months. The proposal is to replace this indicator with a more specific measure for households in temporary accommodation.
 - **We will measure the impact of activity to increase social value and build community wealth measured by the total Social Value delivered locally through the Social Value Portal:** The indicator is supplemented for the new measure to monitor the percentage social and local economic value added based on a 10% return in social value on contracts over £100K.
37. A summary of the proposed indicator list for 2022/2023 is included on the following page, setting out the proposed targets.



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Proposed Indicators and Targets 2022/2023

	Indicator		Target
Exemplary Council	Service requests received via self-service channels	Qtr.	40%
	Percentage of calls to Gateway/Call Centre answered within 90 seconds	Qtr.	40%
	Customers satisfied with the service they receive from the council	Qtr.	80%
	The percentage of house holds living in fuel poverty will be better than the North West average	Annual	NW Average
Thriving Communities	Number of residents participating in activities delivered by the Council	Qtr.	2000
	Value of savings for Credit Union members with Family Loans	Qtr.	£7,500
	Number of people referred to social prescribing service	Qtr.	Baseline
	The number of individuals who complete a health check (screening)	Qtr.	27
	Number completing basic digital skills training	Qtr.	75
Homes	The number of wellbeing sessions delivered by the Council	Qtr.	695
	Trees planted in the borough this year	Annual	27,000
	Number of households in temporary accommodation at the end of the quarter	Qtr.	44
	Improvements to parks and open spaces	Qtr.	TBC
	Number of Affordable Homes Delivered	Annual	80
Fair Local Economy for Everyone	Number of Business Engagements / support provided by the Council	Qtr.	TBC
	The percentage of 16 – 17 year olds not in education, employment or training (NEET) is reduced (3.5% 2019, Quarterly	Qtr.	3.5%
	% Social and Local Economic Value Added (Avg. percentage value against contract)	Annual	10%

Benchmarking Indicators

38. The indicators below have been collected over the past twelve months and reflect the Council's performance against either national or regional indicators. They have been separated to reflect that they are benchmarks by which the Council is able to identify gaps as well as impacts on the wider borough, measured by how other areas are performing.

	Indicator		Target
	Overall employment rate	Qtr.	Better than Regional Avg.
	Median Workplace Earnings	Annual	Better than Regional Avg.
	Median Earnings by place of residence	Annual	Better than Regional Avg.
	The number of claimants as a proportion of resident population of the area aged 16-64	Qtr.	Better than Regional Avg.
	% of the population with NVQ level 3 and above	Annual	Better than Regional Avg.

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39. Resident Survey indicators remain on the indicator list, however, will not be collected this year as no survey is scheduled to be reported until 2024. The indicators this relates to are:



- The percentage of people satisfied with South Ribble as a place to live will increase
- The percentage of people satisfied with the leisure and sports facilities in their local area will increase



- The percentage of people who feel they belong to their local area will increase
- The percentage of people who feel involved in the local area and decision making will increase
- The percentage of people who think the Council acts on the concerns of local residents will increase



- Satisfaction with the parks and green open spaces will increase
- The percentage of people who feel safe when outside in their local area after dark will increase
- The percentage of people who feel safe when outside in their local during the day will increase

Climate change and air quality

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

- a. net carbon zero by 2030,
- b. reducing waste production,
- c. limiting non sustainable forms of transport,
- d. working with sustainable and green accredited companies,
- e. limiting or improving air quality,
- f. limiting water waste and flooding risks,
- g. improving green areas and biodiversity.

Equality and diversity

41. The review of the strategy each year provides the opportunity to consider the latest demographic information, policy context and implications for services. The strategy sets out support for those in communities who may have unfair disadvantages in accessing support, services and opportunities. An assessment is attached at Appendix C which details the number of positive impacts the strategy intends to deliver.
42. As the strategy is delivered over the next 12 months and each project is implemented, an equality impact assessment will be undertaken to consider the equality and diversity implications.

Risk

43. The Council maintains a strategic corporate risk register which sets out the main risks to the organisation and delivery of its services and strategy. In considering the key risks to the delivery of the Corporate Strategy, the main risks will be related to resourcing and finance, particularly the impacts of the poor economic forecasts and predictions at a national level, including the cost of living crisis. To manage these risks there are mitigation plans in place and each project listed in the strategy is required to undertake and maintain its own risk register.

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Comments of the Statutory Finance Officer

44. The Corporate Strategy sits alongside the Medium-Term Financial Strategy in the delivery of its objectives. While there are no financial implications from this report, the Corporate Strategy informs the budget setting process approved in February each year.

Comments of the Monitoring Officer

45. The Corporate Strategy is a key document of course. It sets out the council's ambitions and aspirations in a number of important areas. There are no direct legal implications arising from the Strategy. Legal advice and assistance will be provided on a number of key projects as and when required.

Background documents

There are no background papers to this report

Appendices

Appendix A: Corporate Strategy Project Position Statement 2021/22

Appendix B: Corporate Strategy 2022/2023

Appendix C: Impact Assessment

Report Author:	Email:	Telephone:	Date:
Howard Anthony, Victoria Willett (Interim Shared Services Lead - Transformation and Partnerships, Director of Change and Delivery)	howard.anthony@southribble.gov.uk, victoria.willett@southribble.gov.uk	01257 515670	4/11/2022

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Appendix A: SRBC - Corporate Strategy Projects 2022/23

Project	Status	Position Statement (Q2)	Completion Date
An Exemplary Council			
Deliver the peer challenge action plan to ensure continued improvement	COMPLETE	<p>The Council welcomed back the peer challenge team, for a six-month progress review in April 2022. They held a series of face to face meetings and workshops with employees including the senior management team to establish the progress made from the recommendations following their virtual review in 2021. The peer team acknowledged the robust action plan developed in response to their original recommendations and found that the Council has responded positively and made several fundamental improvements across the themes of governance, performance improvement and people management.</p> <p>The peer team commended the council's relationship with communities and highlighted the Community Hubs model as a positive approach that should continue to be taken forward and developed further. A report was presented to full council in July 2022, highlighting the opportunities to continue the way in which the council looks to improve, which will form part of an ongoing commitment to deliver exemplary council services in line with the Corporate Strategy priorities.</p>	This project is complete
Deliver the shared services development plan to build a more resilient organisation	GREEN	<p>Service Development Plans for phase two of shared services (ICT and Customer Services) have been implemented. The plans aim to strengthen shared service arrangements and accelerate services into a single operating model by addressing areas such as training and development, systems, structures, and process.</p> <p>As part of the plans a 'Training Academy' in Customer Services has been established to guide the training of staff and offer opportunities for mentoring and networking. Implementation of the induction and development plans are due to complete in quarter three and support staff with the transition to a shared operating model, providing them with the skills and knowledge to work effectively within a high performing shared service.</p>	This project will be completed by March 2023
Implement more efficient and effective working practices at the council through the Future WorkPlace Strategy	GREEN	<p>Delivering the Workplace Strategy, feasibility works have been undertaken and plans developed to make the best use of the space in the Civic building, focusing on improvements to the working environment to enable new ways of working. In quarter three, the proposed designs will be refined including staff engagement and costing of options.</p> <p>Workplace includes how the Council and all its members and officers have access to the right equipment and systems to be agile and responsive. Employees have started to receive new mobile devices (iPads and iPhones) as part of the standardisation of kit, and the new ICT desktop infrastructure is being trialled. Following completion of this trial, the next stage will be the wider rollout of the new desktops (workspace) to all staff, followed by rollout of standardised laptops.</p>	This project will continue into the 2022/23 programme of corporate strategy projects.
Deliver more joined up public services through working with our partners	GREEN	<p>Chorley and South Ribble partnership have hosted a series of round tables to engage proactively with a wide range of businesses and economic leaders across Chorley and South Ribble. The voices of local businesses have been used to shape the economic strategy recently approved by Council and identified key challenges around land supply, infrastructure and employment needs.</p> <p>By the end of the third quarter the Partnership is set to launch a place-based intelligence dashboard. Having worked with our partners in health over the past two quarters, progress has been made to address data governance and transfer enabling work to move forward on designing a single interactive and visual dashboard with area profiles and maps.</p>	This project will continue into the 2022/23 programme of corporate strategy projects.
A fair local economy that works for everyone			
Deliver transformational regeneration projects including the Town Deal	GREEN	<p>The Leyland Town Deal business case was developed and underwent consultation with key stakeholders before being submitted to government for decision. The business case focused on the three key proposed projects:</p> <ul style="list-style-type: none"> • Town Centre Transformation, • Market Refurbishment • Base 2 Business Hub. <p>A response was recently received awarding the Council the full £25million which will enable the programme to be taken forward. Challenges remain on land acquisition, but broadly the programme is on track following the confirmation of funding.</p>	This project will continue into the 2022/23 programme of corporate strategy projects.

<p>Develop a community cooperative in South Ribble as part of growing a fair local economy</p>	<p>GREEN</p>	<p>Ambitions to establish a food-based co-operative have moved forward with planned engagement having taken place within quarter one and the development of a pilot scheme taking place in quarter two. The need for sustainable food has been an area of focus for a co-cooperative model pilot as a result of the cost of living crisis and the increased usage of foodbanks.</p> <p>A local community group has expressed their interest to support the co-operative model and a location been identified for the pilot. Viable operating models are being considered for the pilot to ensure that it is social, economic, and sustainable. To support the pilot success and to provide wider support to co-operatives locally, a temporary post has been created and recruited to, adding additional resources to deliver the project.</p> <p>An officer training programme has been successfully delivered by the Preston Co-operative Development Centre to the councils' communities and business engagement teams to support the formation of resident co-operatives and employee owned business models. In the next quarter, the operating model options will be presented to the food-based pilot stakeholders for consideration. Work will be undertaken to establish further co-operative support mechanisms and wider co-operative business support.</p>	<p>This project will be completed by March 2023</p>
<p>Support residents to recover from the pandemic with advice, support and key services</p>	<p>GREEN</p>	<p>Since establishing the project to support residents as part of recovery from the pandemic, delivery has been developed to reflect the emerging impacts of the cost of living crisis and potential increase in demand for support. The project is focused around developing interventions and support in partnership with key agencies and services in the local area.</p> <p>A 'Cost of Living Conference' was hosted in August with key front-line services such as NHS, foodbanks, charities and churches. As a result a multi-agency Cost of Living Task Group has been formed with strategic leaders from local organisations and a cost of living action plan will be brought forward to establish support for individuals and households.</p> <p>Progress has also been made with the delivery of round two of the Household Support Fund with over £200k invested on supporting residents with food, energy, and essential items.</p>	<p>This project will be completed by March 2023</p>
<p>Thriving communities</p>			
<p>Develop the Youth Council to make sure the views of young people are represented</p>	<p>GREEN</p>	<p>Since the Youth Council was established in October 2021 its members have been busy identifying the key themes which they want to focus on, which include, Mental Health, Black, Asian, and Minority Ethnic (BAME), Veterans, Foodbanks and Knife Crime.</p> <p>Reflecting the Council's commitment to promoting positive mental health and resilience, youth council members have been supported throughout the year to access emotional personal resilience and mental health workshops funded by the Cooperative Council Innovation network and delivered by Lancashire Youth Challenge.</p> <p>The Council has made further investment to sustain the youth council and recruited a permanent Youth Development Officer who will work with the Youth Council members to support them in delivering outcomes.</p>	<p>This project will be completed by March 2023</p>
<p>Deliver Music in the Park 2022 and Queens Jubilee Celebrations</p>	<p>COMPLETE</p>	<p>To mark the Queen's Platinum Jubilee, the council hosted a weekend of entertainment over the long bank holiday in June 2022. The planned celebrations held in Worden Park, included a 'Great British' themed Leyland Festival, followed by the 80's themed 'Music in the Park' concert which was attended by 3,000 people.</p> <p>The extended bank holiday weekend was a major success with overall attendance for the events estimated to be between 15,000 and 20,000 people combined. In addition, the council supported local communities to celebrate with grants of over £9,300 to support community groups and street parties across the borough. The events provided a great opportunity to celebrate the Queen's Jubilee marking 70 years of service to the people and brought local communities together, as well as supporting the local economy following the pandemic and restrictions placed on everyone during that period.</p>	<p>This project is complete</p>
<p>Review and enhance the community hubs as a primary way to work closely with residents</p>	<p>GREEN</p>	<p>The Community Hub action plans for 2022/23 were approved by Cabinet in June 2022.</p> <p>A significant achievement has been the delivery of the Council's ongoing commitment to invest in communities. Within quarter one a significant number of grants were awarded through two key programmes: Cabinet approved and granted over £245k to 21 community groups/sports clubs as part of the 'Leisure Local Community Fund', focused on making recreation, leisure, and sport opportunities accessible to everyone, and Cabinet further approved grant funding as part of the 'Boost Fund Plus', with over £283k of funding being awarded to 15 successful applicants.</p> <p>To provide residents will the opportunity to get to know who represents them and have a chat with their local Elected Members in an informal, friendly setting, an autumn round of 'Community Conversations' will take place with at least one event to be held in each Community Hub area.</p>	<p>This project will be completed by March 2023</p>
<p>Develop the visitor offer in South Ribble with even</p>	<p>GREEN</p>	<p>The project has progressed well, it has developed the Discover South Ribble brand, established an active social media presence on Instagram, arranged featured spots on Rock FM, and arranged for the brand to be shown on video billboards around Preston station.</p>	

<p>more attractions and events</p>		<p>The Discover South Ribble website went live at the beginning of quarter three. The website will be a hub for all the things to see and do across the borough, highlighting the very best that South Ribble has to offer including places to eat, drink, stay and what's on (events). In addition to the website launch, events such as Longton Live and Taste of Leyland have been promoted via the Discover South Ribble social media accounts.</p> <p>The project will continue to work with stakeholders to help supply content to expand the Discover South Ribble Website and grow the engagement on social media. Over quarter three, the project will expand the website, launch a stakeholder newsletter, and will commence the development of a South Ribble 5-year Tourism Strategy.</p>	<p>This project will be completed by March 2023</p>
<p>Good homes, green spaces, healthy places</p>			
<p>Improve leisure facilities in South Ribble to improve wellbeing</p>	<p>AMBER</p>	<p>As part of the commitment to improve leisure facilities across the borough, the council approved an investment of £8.6 million to deliver improvements to Bamber Bridge, Leyland and Penwortham leisure centres and the South Ribble Tennis Centre. These improvements will be delivered in addition to the decarbonisation works already identified for those sites. The types of work to be undertaken as part of this programme include revamped pool side areas, refurbishing of wet side changing rooms, and remodelled reception areas allowing for a more welcoming entrance for members.</p> <p>To address challenges with the decarbonisation works and costs, Council approved an alternative procurement strategy and the works have been aligned to be undertaken as part of the overall leisure improvements. The decision will allow the council to take forward a tender process to appoint a main contractor for the decarbonisation works and commence the development of tender packs to appoint a project manager and quantity surveyor to deliver the identified improvement measures to the leisure facilities. Design development and a high-level programme of works for each site will be established over quarter three.</p>	<p>This project will be rolled into the service business plans for 2022/2023</p>
<p>Deliver the new Worden Hall complex as a flagship venue</p>	<p>COMPLETE</p>	<p>Worden Hall was reopened at the end of September, following an investment of £2.8 million. This marked the completion of extensive renovations to the stunning grade II listed building at the heart of the award-winning Worden Park.</p> <p>The landmark refurbishment saw the removal of the central conservatory to make way for a beautiful entrance area and courtyard, damaged windows were replaced and a re-configuration of downstairs rooms has taken place to allow for two new kitchen areas; one which will serve the Folly Cafe and Deli in its new location as part of the Hall and one to serve the new multi-use event space in the iconic Barn. The Barn is available for small weddings and other events and has a new roof, windows, and lighting. The Courtyard Hall, transformed from the old stables now links beautifully to the old Derby Wing, the Barn, Folly Café, and retail space. The construction of a new two-storey extension provides full accessibility to the first-floor facilities. The much-loved building will be available for private hire with bookings being taken from spring 2023.</p>	<p>This project is complete</p>
<p>Lead action to address climate change for South Ribble</p>	<p>GREEN</p>	<p>As part of the Council's commitment to protecting the local environment, a consultation was undertaken from April to June 2022 on the South Ribble Biodiversity Strategy which received a total of 161 responses. The Biodiversity Strategy was approved for adoption at Council in July 2022 and sets out ways to promote, conserve and enhance biodiversity across the Borough.</p> <p>Work has progressed towards the installation of 19 Electric Vehicle Charging Points with contracts and leases expected to be signed in quarter three. Locations for the EVCs include Kings Street (Leyland), the Railway Station (Leyland), King Street (Lostock) and Cannbridge Street (Walton-le-Dale).</p> <p>A number of sites have been identified for tree planting across the borough. Examples of sites include New Longton Woodland, Cockshot Wood, Townsway Orchard and Lockstock Hall Academy. Orders have been placed for the supply of the trees, with planting to commence in November 2022.</p> <p>Work on the scoping of the waste and recycling strategy will continue in quarter three in collaboration with the Neighbourhoods team. As a result of a change in approach due to elevated cost estimates, the decarbonisation work, originally in the scope of this project, is to be delivered as part of the Leisure Facilities Improvement project.</p>	<p>This project will continue into the 2022/23 programme of corporate strategy projects.</p>
<p>Deliver affordable homes</p>	<p>AMBER</p>	<p>As part of the council's ambitions to provide affordable and safe housing, the two key schemes of McKenzie Arms and Jubilee Gardens Extra Care scheme are being delivered. At the McKenzie Arms site work has progressed towards the creation of fifteen affordable housing using, with a mix of apartments and town houses. The project is slightly behind, with an expected practical completion date of February 2023. The Jubilee Gardens Extra Care scheme will provide up to 68 one/two bedroom assisted living units. The facility will provide around the clock care for residents whilst maintaining their independence. Work is progressing on RIBA stage 4 design and a funding application to Homes England is in the process of being submitted. Progress has been delayed due to budget approval being deferred pending a further review of project costs, which have been impacted by the wider economic volatility in the construction market. It is expected that works on-site will commence in January 2023.</p>	<p>This project will continue into the 2022/23 programme of corporate strategy projects.</p>

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Corporate Strategy

2022/23 - 2023/24



Cllr Paul Foster
Leader of South Ribble
Borough Council

“Together, we are proud to be delivering even more for South Ribble”

The last 12 months have been hugely positive for South Ribble. We have been focussed on supporting our communities to recover from the pandemic, protecting our most vulnerable residents and doing more for families, whilst delivering major achievements for the borough.

We’ve reopened Worden Hall, hosted the Music in the Park festival, insourced our waste services and secured massive investment in our town centres for the benefit of local residents and businesses.

Our community hub model is flourishing, and local partners have been supported with grants and assistance reflecting our collaborative ethos. We have committed to addressing climate change with key strategies in place and action to decarbonise our buildings.

Governance and financial management has been strengthened and is more robust, reflected by the positive feedback from the peer review.

But we won’t stop there. We will do even more over the next 12 months to achieve better outcomes for our borough with plans in place for major developments and enhanced services. I’m excited for what we can achieve together.

An exemplary council

A council that:

- Delivers high performing services that represent value for money
- Understands the community and works with partners to make things better
- Is open and transparent in its activities

Good homes, green spaces, well places

A borough with:

- A choice of decent, affordable housing
- Commitment to protecting the local environment
- A choice of quality recreational activities



Thriving communities

Places where:

- Residents have positive mental health
- People get involved and have a sense of belonging
- Communities can access services and support when they need them

A fair local economy that works for everyone

A council that:

- Increases access to training and jobs
 - Grows and supports sustainable businesses
- Invests in improving the borough

Our vision:

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



South Ribble will:

- Continue to develop high quality and responsive Council Services
- Deliver Improvements to the Civic Centre workspace
- Work with partners to improve services that are flexible and responsive to local need



South Ribble will:

- Deliver Music in the Park 2023
- Develop social prescribing in South Ribble
- Create community support spaces
- Deliver the Cost of Living action plan



South Ribble will:

- Deliver affordable, quality homes to meet the needs of local communities
- Complete a programme of improvements to local play areas across the borough
- Deliver the climate change strategy



South Ribble will:

- Deliver the Economic Strategy
- Develop green energy schemes for local businesses
- Deliver the South Ribble Skills Factory
- Develop town centres as vibrant multi-use spaces

Our vision:

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

How will we know we're succeeding?

An Exemplary Council

- At least 40% requests for service will be received via self-service channels (Quarterly)
- More than 80% of customers will be satisfied with the service (Quarterly)
- Percentage of calls to Call Centre answered within 90 seconds (40%, Quarterly)
- The percentage of households living in fuel poverty will be better than the North West average (Annually)
- The percentage of people satisfied with South Ribble as a place to live will increase (Resident Survey)
- The percentage of people satisfied with the leisure and sports facilities in their local area will increase (Resident Survey)

Thriving Communities

- Number of people referred to social prescribing service (Baseline)
- Annual value of savings for Credit Union members with Family Loans (£7,500, Annually)
- The number of claimants as a proportion of resident population of area aged 16-64 is better than North West average (Quarterly)
- Number of residents participating in activities delivered by the Council (2000, Quarterly)
- Number of people who have successfully completed basic digital skills training (300, Annually)
- The percentage of the population with NVQ level 3 or above will increase (Annually)
- The percentage of people who feel they belong to their local area will increase (Resident Survey)
- The percentage of people who feel involved in the local area and decision making will increase (Resident Survey)
- The percentage of people who think the Council acts on the concerns of local residents will increase (Resident Survey)

A fair local economy that works for everyone

- Number of Business Engagements / support provided by the Council (Quarterly)
- % (average) of Social and Local Economic Value Added from contracts (10%, Annually)
- The overall employment rate in South Ribble will be greater than the North West average (Quarterly)
- The percentage of 16 – 17 year olds not in education, employment or training (NEET) is reduced (3.5% 2019, Quarterly)
- Median workplace earnings in the borough will be better than the national average (Annually)
- Median earnings by residence (residents of South Ribble) will be better than the national average (Annually)

Good homes, green spaces, healthy places

- The number of wellbeing sessions delivered by the Council (695, Quarterly)
- The number of individuals who complete a health check (screening) by the Council (110, Annually)
- Number of households in temporary accommodation at the end of the quarter will be reduced (44, Quarterly)
- 80 Affordable Homes will be delivered (Annually)
- 27,500 trees will be planted in the borough this year (Annually)
- Satisfaction with the parks and green open spaces will increase (Residents Survey)
- The percentage of people who feel safe when outside in their local area after dark will increase (Residents Survey)
- The percentage of people who feel safe when outside in their local during the day will increase (Residents Survey)

Impact Assessment (IA)

Name of the project, policy, service, or strategy:	South Ribble Council Corporate Strategy 2022/23		
Responsible officer:	Howard Anthony		
Service Lead:	Victoria Willett		
Date of assessment:	03/11/2022	Date of review:	



Introduction

Overview

What is an Impact Assessment?

The Impact Assessment is a tool to ensure that any policy, project, strategy, or service is assessed to consider any positive or negative impacts for all our residents with regards to equalities, health and sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned at Chorley Council or South Ribble Borough Council.

Who is the Impact Assessment for?

The responsibility of conducting the Impact Assessment is with the leading officer of the policy that is being assessed, with service leads responsible for the final sign off of the assessment. Once complete and signed off, the Impact Assessments are submitted to Performance and Partnerships, who are responsible for storing, monitoring, and ensuring the quality of the assessments. The assessment tool covers both Chorley and South Ribble Borough Council.

Why do we need to do Impact Assessments?

As Councils, we are committed as community leaders, service providers, and employers. Therefore, we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments and thus meet our legal duties.

Instructions

Quick steps for completion

Follow the quick steps below when completing the Impact Assessment:

1. Sections: There are three sections to the Impact Assessment. These include:

- Equality impact: the impact on the nine equality strands, which include age, disability, sex, gender reassignment, race, religion, sexual orientation, pregnancy and maternity, and marriage and civil partnership. See the **Equality Framework**.
- Health and environmental impact: the impact on health and wellbeing as well as the environment.
- Reputational impact: the impact on the Councils' reputation and our ability to deliver our key priorities. Reference should be made to the Corporate Strategies.

2. Rating and evidence: Each section has a number of questions that should be given a rating and evidence given for why the rating has been selected. This allows us to quantify the impact. The rating key is outlined below:

Code	Description
P	Positive impact
N	Negative impact
NI	Neutral impact

3. Actions: Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy, project, or strategy that is being assessed.

4. Sign off: Once the assessment is completed, sign off is required by a Service Lead.

5. Submit: Once signed off, the Impact Assessment should be sent to the Performance and Partnerships Team, who will store the assessment securely and check for quality.

6. Follow up: Actions should be implemented and changes should be made to the policy, project, or strategy that has been assessed, with follow ups conducted annually to monitor progress.

Information and Support

Contact details

To submit your completed Impact Assessment or for guidance and support, please contact Performance and Partnerships at performance@chorley.gov.uk or performance@southribble.gov.uk

Equality Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Those of different ages?	X			There are projects and measures within the strategy that are specifically targeted at those of a certain age. This includes the project to deliver affordable homes, which will involve the development of an extra care facility to support older residents to live independently for longer.	No further action required.
Those with physical or mental disability?	X			There are project and measures within the strategy which address accessibility for those living with physical or mental disability. Delivery of Jubilee gardens provide extra care as well as key developments like Leyland Town Deal include consideration to accessibility to public spaces and appropriate design. The social prescribing service may also support people within this characteristic with appropriate resilience building and practical interventions.	No further action required.
Those who have undergone or are undergoing gender reassignment?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Those who are pregnant or are parents?	X			Household support through delivery of the cost of living action plan will support people within the characteristic with projects and actions around support for children such as clothing, holiday support. Play areas across the borough will also be improved and this will impact parents providing outdoor spaces and places to go for this group.	No further action required.

Those of different races?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Those of different religions or beliefs?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Those of different sexes?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Those of different sexual orientations?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Those who are married or in a civil partnership?			X	No proposal as part of the strategy should have a differential effect on any residents because of this characteristic.	No further action required.
Socio-economic equality or social cohesion?		X		Socio-economic equality seeks to address the inequalities that result from differences in occupation, education, place of residence or social class. The strategy sets out a range of commitments and projects that will support addressing inequalities, such as access to affordable housing, social prescribing to tackle health inequalities, skills and jobs and support for families and households.	No further action required.

Health, Social and Environmental Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity have upon:					
Enabling residents to start well (pre-birth to 19)? <i>(Please consider childhood obesity, vulnerable families, and pregnancy care)</i>	X			<p>The priorities within the strategy contribute to the overall health and wellbeing of people to start well.</p> <p>Examples of projects that will contribute to residents starting well include:</p> <ul style="list-style-type: none"> • A social prescribing service that will provide adult and family based support, • Create community support spaces. <p>Measures also include</p> <ul style="list-style-type: none"> • Number of wellbeing sessions delivered by the council 	No further action required.
Enabling residents to live well (16 to 75 years)? <i>(Please consider mental and physical wellbeing, living environment, healthy lifestyles, and improving outcomes)</i>	X			<p>The priorities within the strategy contribute to the overall health and wellbeing of people to, live well.</p> <p>Examples of projects that will contribute to residents living well include:</p> <ul style="list-style-type: none"> • Deliver the South Ribble Skills Factory, • Deliver the Cost of Living Action Plan by providing a range of support and intervention including food and fuel poverty, debt and housing, • Providing support to adult and families by establishing a social prescribing service, • Create community support spaces. <p>Measures also include</p>	No further action required.

			<ul style="list-style-type: none"> • The number of people who have undertaken a health screening check, • Number of people referred to social prescribing service, • The number of NEETS (not in education, employment or training). 	
Enabling residents to age well (over 65 years)? <i>(Please consider social isolation, living independently, dementia, and supporting carers and families)</i>			<p>The priorities within the strategy contribute to the overall health and wellbeing of people to, age well.</p> <p>Examples of projects that will contribute to residents aging well include:</p> <ul style="list-style-type: none"> • Deliver the Cost of Living Action Plan by providing a range of support and intervention including food and fuel poverty, debt and housing, • Deliver the extra care scheme at Jubilee Gardens, • Create community support spaces. 	No further action required.
Natural environment? <i>(Please consider impact on habitation, ecosystems, and biodiversity)</i>	X		<p>The priorities within the strategy contribute to the natural environment.</p> <p>Examples of projects that will contribute to the natural environment include:</p> <ul style="list-style-type: none"> • Deliver the climate change strategy which includes implementing the bio-diversity strategy, developing the waste strategy and an air quality action plan. <p>Measures include</p> <ul style="list-style-type: none"> • Planting 27,5000 trees. 	No further action required.
Air quality and pollution? <i>(Please consider impact on climate change, waste generation, and health)</i>	X		<p>The priorities within the strategy contribute to the natural environment.</p> <p>Examples of projects that will contribute to the natural environment include:</p>	No further action required.

				<ul style="list-style-type: none"> • Deliver the climate change strategy which includes implementing the bio-diversity strategy, developing the waste strategy and an air quality action plan, • Installing EV Charging points, • Deliver improvements to the Civic Centre workspace (decarbonisation), • Develop green energy schemes for local businesses. <p>Measures include</p> <ul style="list-style-type: none"> • Planting 27,5000 trees. 	
Natural resources? <i>(Please consider the use of materials and as well as transport methods and their sustainability)</i>			X	<p>There is not a direct project on natural resources, but in undertaking delivery of key projects consideration will be given to materials and build requirements in line with the Council's objectives on climate change</p> <p>Examples of projects that will include:</p> <ul style="list-style-type: none"> • Develop green energy schemes for local businesses, • Delivery of Town Deal, • Improvements to the Civic Centre Workspace, • Deliver the Climate Change strategy. 	Assessments to be undertaken during project delivery.
Rurality? <i>(Please consider the impact of those who live in rural communities, their access to services/activities)</i>			X	<p>There are no direct projects that address rurality; however, the strategy sets out projects which indirectly impact. The projects this may relate to are:</p> <ul style="list-style-type: none"> • Create Community support spaces, • Green energy schemes for local businesses, • Work with partners to join up public services for residents. 	No further action required.

Strategic Impact

Area for consideration	P	N	NI	Evidence	Further action required
What potential impact does this activity make upon:					
The Councils' reputation? <i>(Please consider impact on trust, confidence, our role as community leaders, and providing value for money)</i>	X			<p>The Corporate Strategy is a public facing document and outlines the Council's vision, priorities, and projects over the next year, whilst presenting the indicators we will use to measure success. It is our key organisational document that demonstrates our commitment as a community leader and aims to foster engagement with and promote information on the Council's activities. This will have positive ramifications on the Council's reputation. There are a number of performance measures included in the strategy that will help us to gauge satisfaction and confidence in the Council including:</p> <ul style="list-style-type: none"> • Percentage of calls to Gateway/Call Centre answered within 90 seconds • Customers satisfied with the service they receive from the council • % residents satisfied with the way the Council runs things, • % residents who feel that the Council provide value for money, • % people who feel they cannot influence decision making in their local area. 	No further action required.
Our ability to deliver the Corporate Strategy? <i>(Please refer to the Strategic Objectives)</i>	X			<p>The Corporate Strategy outlines the key projects that will provide the means of delivering the corporate priorities whilst the corporate performance indicators will support the monitoring of corporate performance and secure delivery by identifying issues and ensuring progress.</p>	Monitor the delivery of the Corporate Strategy. The Corporate Strategy, and the projects and performance measures with it, will be monitored regularly to ensure the delivery of the corporate priorities.

Impact Assessment Action Plan

If any further actions were identified through the Impact Assessment, then they should be listed in the table below:

Action	Start Date	End Date	Lead Officer
Monitor the delivery of the Corporate Strategy. The Corporate Strategy, and the projects and performance measures with it, will be monitored regularly to ensure the delivery of the corporate priorities.	Nov 2022	March 2024	Howard Anthony
Undertake assessments to understand the Council's compliance with limiting impact on natural resources on key projects	Nov 2022	March 2023	Relevant Directorate Project Leads

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 23 November 2022

Review of Council's Code of Conduct

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

1. Council is asked to consider the proposed new Code of Conduct for Members and proposed new Investigations and Hearings Procedure.

Recommendations to Council

2. That the new Code of Conduct (Appendix A) be approved.
3. That the Investigations and Hearings Procedure (Appendix B) be approved.

Reasons for recommendations

4. Both documents have been considered by the Standards Committee and a working group established by Standards Committee.
5. The Code of Conduct for members should be reviewed regularly to ensure it assists members to maintain the highest standards of behaviour. A new model code of conduct was issued to reflect recommendations made at a national level. The recommendations in this report reflects careful consideration of the model code and incorporates the improvements advocated.
6. The changes to the Investigations and Hearings Procedure reflect the direction of the Code of Conduct working group, making the procedure simpler and quicker whilst not impacting on the fairness both to members and complainants.

Other options considered and rejected

7. The Code of Conduct and Investigation and Hearings procedure are personal to each local authority so there is no requirement to change it. However, failure to change either document when there are identifiable improvements is a lost opportunity.

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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. Last year the Local Government Association, after a period of consultation issued a new Model Code of Conduct for councillors. It reflected and incorporated recommendations that had been made by a number of bodies since the previous model code had been issued, most notably the report of the Office for Standards in Public Life.
10. Standards Committee met and resolved to establish a working group (to include the Independent Persons) to consider the new model code and to make recommendations on a new form code to be adopted.
11. At the conclusion of the review the working group tasked the monitoring officer to review the Investigation and Hearing Procedure and make proposals to Standards Committee which would make the procedure simpler to follow; improve the speed of the investigations; and make it clear to members the potential sanctions that can be imposed.
12. On the 15th of September 2022 Standards Committee considered the Code of Conduct and recommended that it be referred to Council for approval.
13. On the 2nd of November Standards Committee considered the Investigations and Hearings Procedure and recommended that it be referred to Council for approval.

New Proposed Code of Conduct

14. The proposed Code of Conduct is attached at Appendix A. This proposed Code has been given careful consideration at Standards Committee and the working group that was established. Members are asked to consider the proposed Code as a new document, rather than looking at what has changed. It is important to decide whether the new document is fit for purpose.
15. As far as the Standards Committee considered appropriate, changes to the model code were kept to a minimum in an effort to ensure consistency across different local authorities.
16. The Monitoring Officer and Deputy supported the working group and Standards Committee and can confirm the proposed Code of Conduct discharges the Council's legal obligations.
17. Council will see that most of the Code is declaratory and is written in the first person. It is for members to acquaint themselves with the contents of the Code and to own it. The Seven Principles of Public Life (the Nolan Principles) are set out towards the front of the document. These are the overriding principles that Members should adhere to.

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18. Part 1 of the Code sets out provisions relating to General Conduct. The provisions should not be controversial. Part 2 of the Code deals with Interests and Gifts and Hospitality. The broad thrust of these rules members should already be very familiar with.

New Proposed Investigations and Hearing Procedure

19. The proposed new Investigations and Hearings Procedure is attached at Appendix B. Recent investigations have demonstrated that the existing procedure is lengthy with steps included within it that are unnecessary. Changes to the Code itself, which will now include an obligation on members to co-operate with investigations, will assist in progressing matters, but simplifying the procedure was essential.
20. The new proposed procedure reflects the existing 3 stage plus public interest test at the outset and removes the initial contact with the member complained of. The initial 3 stage test is:
 - a. Is the member currently a councillor?

and

 - b. Was the member acting in that capacity when they were complained of?

and

 - c. If the allegation is true, is it a breach of the code of conduct?
21. If this is applied on assessing the complaint, it is not necessary to speak to the subject member prior to the investigation, the tests simply establishing whether the conduct complained of is a breach at all. The public interest test which follows addresses whether it is in the public interest to investigate if the first 3 tests are satisfied.
22. There is significant responsibility placed upon the Monitoring Officer and independent person in this initial stage in the procedure. It is important to maintain independence from members and consistency in approach.
23. The next stage should it be decided that the conduct complained of was a breach and was serious enough, would be to consider a local resolution. This would require the agreement of the complainant and the subject member but would be an agreed resolution, usually by way of an apology or similar.
24. As proposed more serious matters would be referred for investigation and then listed for a hearing before the Standards Committee.

Climate change and air quality

25. The work noted in this report does 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. There are no equality implications arising from this report.

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Risk

27. There are no risks directly arising from this report but obviously bad member conduct can have an adverse effect of the reputation of the council – the new Code and Hearings Procedure are designed to assist in this regard.

Comments of the Statutory Finance Officer

28. There are no financial implications arising from this report.

Comments of the Monitoring Officer

29. Relevant legislation and good practice have been taken into account when considering the New Code and Investigations and Hearings Procedure. What is proposed should assist with the achievement and maintenance of good Member conduct.

There are no background papers to this report

Appendices

Appendix A – new Code of Conduct

Appendix B – new Investigation and Hearing Procedure

Report Author:	Email:	Telephone:	Date:
Chris Moister, Dave Whelan (Director of Governance, Shared Services Lead - Legal & Deputy Monitoring Officer)	chris.moister@southribble.gov.uk, david.whelan@southribble.gov.uk	01772 625247	9/11/22



Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

South Ribble Borough Council has decided to adopt this Code with a number of local amendments incorporated.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

These Seven principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person

- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer. In the absence of the Monitoring Officer you should consult with the Deputy Monitoring Officer.

As a Councillor I also agree to the following:-

Where I act as a representative of the Council:

- (a) on another relevant authority, I shall, when acting for that other authority, comply with that other authority's code of conduct; or
- (b) on any other body, I shall, when acting for that other body, comply with my authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

I accept that it is my responsibility to comply with the Code of Conduct in all respects. I shall regularly review my personal circumstances and intended actions in the context of the Code.

I accept that the Code is not intended to be an exhaustive list of all the obligations that apply to me. It is my responsibility to comply with the provisions of the Code, the Council's Constitution, as well as such other legal obligations and all relevant Council Policies as may apply from time to time.

I shall not do anything in my capacity as a councillor, which I could not justify to the public or could not justify by law. My conduct and what the public believe about my conduct will affect the reputation and credibility of Members and the Council as a whole.

I shall always conduct myself in a way which will maintain and strengthen the public's trust and confidence in the integrity of this Council and should never undertake any action which would bring this Authority, or its Members and Officers generally, into disrepute.

I accept that it is not enough to avoid impropriety; perception is also important. I shall at all times avoid any occasion for suspicion and any appearance of improper conduct.

Failure to comply with the Code of Conduct may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to 5 years.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

Part 1

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

If you chair a meeting you are expected to apply the rules of debate and procedure rules or standing orders to prevent abusive or disorderly conduct taking place.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully or intimidate any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Bad conduct on your part in respect of these duties could have a particular adverse effect on the reputation of the council.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer or Deputy Monitoring Officer prior to its Release**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances where the report may be considered in private session. You should work on the basis that there will be times when it is necessary that discussions, documents and other information relating to or held by the local authority should be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support

- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use. You should never use the Council's resources for purely party political purposes, including designing and distributing party political material produced for publicity purposes.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

In terms of para 8.4 it is recognised that a councillor may seek to challenge legally an adverse finding against him (albeit such rights of challenge are limited). It would be for a Member to seek their own legal advice if minded to challenge a decision but such a challenge would probably be by way of a judicial review. Recourse to the Local Government Ombudsman may also be possible in certain instances. In the event that any such challenge is unsuccessful then a councillor would be expected to comply fully with the sanctions that had been imposed on him.

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Part 2

Protecting your reputation and the reputation of the local authority – Interests and Gifts and Hospitality

1. Interests –

As a councillor:

1.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

2. Gifts and hospitality

As a councillor:

2.1 I do not accept gifts or hospitality, irrespective of estimated value, which a reasonable member of the public knowing all of the facts would believe could influence me to show favour for persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

2.1 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

2.2 I also register with the Monitoring Officer the donor of the gift or hospitality.

2.3 I register with the Monitoring Officer any gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Affects" means that any relevant interest you have may be indirectly benefited by a decision

"Directly Relates" means that a decision directly benefits any relevant interest you have

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or

wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. ***In order to determine whether you can remain in the meeting after disclosing your interest the test set out in the following paragraph should be applied:-***

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

In the extracts from the Regulations set out below, “you” and “relevant person” means you and your partner.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from this authority) made or provided within the relevant period in respect of any expenses incurred by you carrying out duties as a member, or towards the election expenses of you or your partner. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest) and this authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to yours or your partners knowledge)— (a) this authority is the landlord; and (b) the tenant is a body in which you or your partner have a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to your knowledge) has a place of business or land in the area of your relevant authority; and (b) either—

	<p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> <p>spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest :</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management</p>
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Appendix B – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

APPENDIX B

INVESTIGATION AND HEARING PROCEDURE

1. Introduction

This procedure applies when a complaint is received that a Member, Co-opted Member or Parish Member has or may have failed to comply with the Code of Conduct for Members.

The person making the complaint will be referred to as “the Complainant” and the person against whom the complaint is made will be referred to as the “Subject Member.”

No Member or Officer will participate in any stage of the arrangements if he or she has, or may have, any personal conflict of interest in the matter.

Making a complaint

A complaint must be made in writing to: –

Chris Moister,

Monitoring Officer

South Ribble Borough Council

Civic Centre

Leyland

PR25 1DH

OR

chris.moister@southribble.gov.uk

The Monitoring Officer will acknowledge receipt of the complaint within 5 working days of receiving it.

In the absence of the Monitoring Officer a complaint may be made to the Deputy Monitoring Officer David Whelan – email address david.whelan@southribble.gov.uk

Initial Assessment

The Monitoring Officer will carry out the initial assessment of any complaint. This will normally be in conjunction with one of our Independent Persons.

The Monitoring Officer will in assessing the complaint assume the allegation to be true and then ask the following questions:-

1. was the councillor a sitting councillor at the time of the alleged behaviour? And
2. was the councillor acting in that capacity at that time (it is a rebuttable presumption they were)? And
3. Is the behaviour complained of a breach of the code of conduct?

If the answer to any of those 3 questions is no then the complaint will be rejected.

The Monitoring Officer will then decide if it is in the public interest for it to proceed. In assessing the public interest the following factors will be taken into account:

- Does the complaint appear to be malicious, vexatious, politically motivated or tit-for-tat
- Has there been a similar previous complaint(s) which has already been resolved.
- Is the complaint about something that happened so long ago that those involved are unlikely to remember it clearly enough to provide credible evidence, or where the lapse of time means there would be little benefit in taking action now
- Is the complaint serious enough to merit any action and:-
 - (i) The resources needed to investigate and determine the complaint are wholly disproportionate to the allegations or;
 - (ii) Whether, in all the circumstances, there is no overriding public benefit in carrying out an investigation

The Monitoring Officer will also consider:

- The experience of the Member,
 - Whether the Member has exhibited any contrition
- If there is a wider problem throughout the authority which ought to be addressed on a more corporate basis
- Whether in the circumstances training or conciliation would be the appropriate response.

Having applied the public interest test the Monitoring Officer, in consultation with an Independent Person, will decide to either

- Take no action; or
- Refer the matter for Informal Resolution; or
- Refer the complaint for investigation; or
- Take any action they feel would resolve the issue.

In reaching the decision the Monitoring Officer must have regard to the views of the Independent Person and must, should they decide not to follow the IP's recommendation, provide reasons for departing from it.

Notification of Subject of Complaint

The subject of a complaint will only be notified of it should the decision of the Monitoring Officer and Independent Person be that the 3 stage test and public interest test have been satisfied and further action is required.

Informal Resolution

In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for an investigation. Such informal resolution may involve the Subject Member accepting that his/her conduct was unacceptable and offering an apology, or taking other steps.

If the complaint identifies criminal conduct or breach of other regulations by any person, the Monitoring Officer is authorised to report this to the Police or other prosecuting or regulatory authorities.

The Monitoring Officer will endeavour to seek resolution of complaints without formal investigation wherever practicable.

Where the Monitoring Officer offers Informal Resolution and the subject members declines the complaint would usually be referred for investigation.

Investigation

If the Monitoring Officer decides that a complaint merits formal investigation then he may appoint an Investigating Officer. The Investigating Officer will usually meet the complainant, the subject of the complaint and any other person they think appropriate to undertake a fair investigation. They may also review other evidence such as but not limited to documents or recordings of meetings or the incident.

All members are reminded that the Code of Conduct includes a requirement on members to co-operate with standards investigations.

At the end of their investigation, the Investigating Officer will produce a draft report and will send copies of that draft report to the Complainant and to the Subject Member, for comments. The Investigating Officer will take such comments into account, before issuing their final report to the Monitoring Officer.

The Investigation may recommend:-

- No identified breach of the code of conduct; Having reviewed the report and if satisfied with the recommendation, the Monitoring Officer will issue a Confirmation Decision confirming no breach, notify the Subject Member and complainant and close the matter.
A copy of the report and Confirmation Decision will be made available to the Independent Person and Parish Council Clerk if the subject member is a parish councillor.

If the Monitoring Officer is not satisfied the investigation has been conducted satisfactorily, they will refer it back to the Investigating Officer seeking reconsideration of the points at issue.

- There is an identified breach or breaches of the code of conduct; If the Monitoring Officer agrees with the conclusion of the Report they will either
 - After consultation with the Independent Person seek Informal Resolution; or
 - Arrange for a Hearing Panel to consider the complaint and determine the outcome.

Hearings Panel

The Hearings Panel will consist of either the full Standards Committee or a sub-committee of that Committee, no less than 3 members. The Monitoring Officer in consultation with the Chair of Standards Committee will decide on which is the most appropriate in the circumstances of the individual complaint.

The Independent Persons are invited to attend all meetings of the Hearings Panel and their views must be sought and taken into consideration before the Hearings Panel takes any decision on

whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

The Council has agreed a procedure for local hearings which is attached as Appendix A.

The Chair of the Hearing Panel will usually follow the procedure but has the absolute discretion to depart from it and any such departure will not of itself invalidate the hearing.

At the conclusion of the Hearing the panel may find that there is no breach or that a member has failed to comply with the Code of Conduct.

Where there is a finding of breach Hearings Panel may –

- Publish its findings in respect of the Member's conduct; and/or
- Report its findings to Council (or to the Parish Council) for information; and/or
- Censure; and/or
- Recommend to the Member's Group Leader (or in the case of un-grouped Members, recommend to Council) that he/she be removed from any or all Committees or Sub-Committees of the Council; and/or
- Recommend to the Leader of the Council that the Member be removed from the Executive, or removed from their Portfolio responsibilities; and/or
- Recommend to full Council that the Member be removed from a or all committee membership(s); and/or
- Instruct the Monitoring Officer to (or recommend that the Parish Council) arrange training for the Member; and/or
- Recommend to Council or Parish Council that the Member be removed from all outside body appointments to which they have been appointed or nominated by the Council (or by the Parish Council); and/or
- Withdraw (or recommend to the Parish Council that it withdraws) facilities provided to the Member by the Council, such as a computer, website and/or email and Internet access; and/or
- Exclude (or recommend that the Parish Council exclude) the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.
- Refer any criminal conduct identified to the Police or other regulatory body.

Any sanction imposed by the Hearings Panel shall commence immediately unless the Hearings Panel directs that a sanction shall commence on another date within six months from the imposition of the sanction.

The Chairman should normally announce the decision of the Hearings Panel at the hearing. Written confirmation of the findings of the Hearings Panel should be given as soon as is reasonably practicable to the Subject Member, Independent Person, Standards Committee of any other authority concerned, any parish council concerned, and any person who made an allegation that gave rise to the investigation.

The Hearings Panel and/or Standards Committee may consider making any recommendations to the authority concerned with a view to promote and maintain higher standards of conduct among its members.

Appeals

Subject to Judicial Review, or a decision of the Local Government Ombudsman, there is no right of appeal against a decision of the Monitoring Officer or of the Hearings Panel.

General Matters

Maintenance of Confidentiality by Members

Any Member involved in a complaint – whether as Complainant, Subject Member or Witness – is strongly recommended not to speak to the Press about the complaint (or to discuss it on social media) whilst that complaint is still being dealt with by the Monitoring Officer and/or Standards Committee

The Independent Person(s)

The Independent Person must be a person who has applied for the post following advertisement of vacancy for the post, and appointed by a positive vote from a majority of all the Members of Council at a meeting of the Full Council.

The Council currently has two such Independent Persons. Subject members may take advice from an Independent Person.

The detailed rules relating to who can be an Independent Person are set out in the Localism Act 2011.

Anonymous Complaints

If a Complainant has asked for their identity to be withheld, this request will be considered by the Monitoring Officer at the Initial Assessment stage. As a matter of fairness and natural justice, the Member should usually be told who has complained about them and receive details of the complaint.

If the Monitoring Officer decides to refuse a request by a Complainant for confidentiality, they will offer the Complainant the option to withdraw the complaint, rather than proceed with his or her identity being disclosed. The Monitoring Officer will balance whether the public interest in taking action on a complaint will outweigh the Complainant's wish to have his or her identity withheld from the Member.

HEARINGS PROCEDURE

1. Any hearing will either be before the full Standards Committee or a duly appointed Hearing Panel. Any reference to "Panel" in this procedure also refers to the Committee if the full Committee is sitting.
2. After everyone involved has been formally introduced, the Chair will explain how the Panel is going to run the hearing.
3. The Chair will introduce the Independent Person(s) and explain that whilst they do not have a decision making role they are present to provide an independent view which the Panel are obliged to consider.
4. The Subject Member may be represented or accompanied at the meeting by a solicitor or barrister, or with the permission of the Panel, another person.
5. The Chair will ensure that the Subject Member (the member the subject of the complaint) is ready and happy to proceed. If the Subject Member indicates that they are not ready, they must give reasons why. The Committee will decide whether the hearing should proceed and must act reasonably in coming to that decision.
6. If the Subject Member is not present at the start of the hearing:
 - The Chairman should ask the Monitoring Officer whether the Subject Member has indicated his/her intention not to attend the Hearing
 - The Panel should then consider any reasons which the Subject Member has provided for not attending the Hearing and should decide whether it is satisfied that there is sufficient reason for such failure to attend
 - If the Panel is satisfied with such reasons, it should adjourn the Hearing to another date
 - If the Panel is not satisfied with such reasons, or if the Subject Member has not given any such reasons, the Hearings Panel should decide whether to consider the matter and make a determination in the absence of the Subject Member, or to adjourn the Hearing to another date.
7. With the permission of the Panel witnesses may give evidence either on behalf of the Investigator or on behalf of the Subject Member.

Findings of fact

8. The Panel will ask the Subject Member whether there are any significant disagreements about the facts contained in the Investigating Officer's report. If there is no disagreement about the facts, the Panel can move on to Stage 3.
9. If the Subject Member disagrees with any relevant fact in the Investigating Officer's report, without having given prior notice of the disagreement, they must give good reasons for not mentioning it before the hearing. A Subject Member would be expected to give at least 7 days' notice to the Monitoring Officer of any such disagreement with any relevant fact.

10. After considering the Subject Member's explanation for not raising the issue at an earlier stage, the Panel may then:

- continue with the hearing, relying on the information in the Investigating Officer's report
- allow the Subject Member to make representations about the issue, and invite the Investigating Officer to respond
- postpone the hearing to allow the Investigating Officer to consider and investigate the new issue.

11. Where prior notice of any disagreement has been given the Investigating Officer, will be invited to make representations on the challenged facts.

12. The Subject Member will then have the opportunity to make appropriate representations.

13. At any time, the Panel may question the Investigating Officer or the Subject Member.

14. The Panel will usually move to another room to consider the representations and evidence in private. Also present will be the Monitoring Officer, the Independent Person and a Democratic Services Officer. On their return, the Chair will announce the Panel's findings of fact.

Conclusions of the Panel

15. Having made the finding on the facts the Panel will then consider whether the Subject Member has failed to follow the Code.

16. The Subject Member should be invited to give relevant reasons why the Panel should decide that they have not failed to follow the Code.

17. The Panel should then consider any verbal or written representations from the Investigating Officer.

18. The Panel may, at any time, question anyone involved on any point they raise on their representations.

19. The Subject Member should be invited to make any final relevant points.

20. The Panel will then move to another room to consider the representations. The Monitoring Officer, the Independent Person and a Democratic Services Officer will accompany them. The views of the Independent Person should be sought and considered by the Panel. Where the Panel depart from the view of the Independent Person they should record the reasons why.

21. On their return, the Chair will announce the Panel's decision as to whether the Subject Member has failed to follow the Code.

22. If the Panel decides that the Subject Member has not failed to follow the Code, the Panel will inform the Subject Member accordingly.

23. If the Panel decides that the Subject Member has failed to follow the Code, it will consider any verbal or written representations from the Investigating Officer and the Subject Member as to:

- whether the Panel should apply a sanction
- what form any sanction should take

24. The Panel may question the Investigating Officer and Subject Member, and take legal advice, to make sure they have the information they need in order to make an informed decision.

25. The Panel will then retire with the Monitoring Officer, the Independent Person and a Democratic Services Officer. They will consider whether to impose a sanction on the Member and, if so, what sanction it should be. The Independent Person will not be able to participate in making the decision (i.e. vote) but their views must be considered by the Panel. Where the Panel depart from the Independent Person's views they must record reasons why.

26. The Panel will be limited to the sanctions listed in the procedure for the administration of complaints. The Panel must ensure that any sanction is reasonable and proportionate to the breach.

27. On their return, the Chair will announce the Panel's decision.

28. Both the subject member and the complainant should be informed in writing of the outcome of the Panel Hearing within 2 working days.

Report of	Meeting	Date
Director of Change and Delivery (Introduced by Deputy Leader and Cabinet Member (Health and Wellbeing))	Council	Wednesday, 23 November 2022

Social Prescribing Service

Is this report confidential?	No
Is this decision key?	Not applicable

Purpose of the Report

1. To consider the establishment of an integrated social prescribing service.

Recommendations to Council

2. To approve the establishment of a social prescribing service for South Ribble and allocate funding of £240k from the Covid Recovery Fund Reserve.
3. To delegate authority to the Cabinet Member for Health and Wellbeing to proceed with subcontracting negotiations with Ribble Medical Group for the purpose of enhancing social prescribing provision in the Borough.

Reasons for recommendations

4. Health inequalities are widening. The 2019 indices of multiple deprivation showed that nine areas of the borough (lower super output areas) are in the 20% most deprived in the country, compared to five in the indices released in 2015. The impact of the pandemic and cost of living is likely to only contribute further to widening health inequalities and social isolation. Targeted intervention through social prescribing and health coaching can provide effective support and improved outcomes for individuals.
5. The approach supports the Council's strategic and partnership objectives of establishing an enhanced social prescribing service that reflects the needs of local communities and builds closer integration with primary care.

Other options considered and rejected

6. The Council could decide not to establish a social prescribing service, however the widening inequalities and proven track record of a social prescribing and health

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coaching approach to improving health outcomes, is in line with the Council's priority to thriving communities and approach to early action and intervention.

Corporate priorities

7. 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

8. South Ribble Borough Council has expressed its ambition to develop a Social Prescribing service. This seeks to build on the learning and processes developed through the 'South Ribble Together' model in response to the pandemic, to strengthen the way in which the council can provide individual support to residents as part of early action and intervention.
9. Social prescribing, sometimes referred to as community referral, is a means of enabling GPs, health care professionals and similar organisations to refer people to a range of local, non-clinical services. Social prescribing schemes can involve a variety of activities which are typically provided by voluntary and community sector organisations. Examples include volunteering, arts activities, group learning, gardening, befriending, cookery, healthy eating advice and a range of sports. It can also involve referrals through to public services as well that can assist people with access to financial advice, income maximisation and wellbeing support.
10. A council hosted social prescribing service offers unique benefits by enabling streamlined access into a range of complementary council services such as housing, active health and community development. These services respond to the wider determinants of health that often influence a person's longer-term wellbeing. Alignment with the council means that we can quickly spot gaps in provision or opportunities to respond to local needs by working with community groups and associations.
11. Social prescribing is currently funded by the NHS and contracted to clusters of GP practices known as primary care networks. Some networks choose to further contract this provision to other organisations with more direct delivery experience and knowledge.
12. There has been positive engagement with Ribble Medical Group, one of the primary care networks (PCNs) within South Ribble (covering Longton Health Centre, Lostock Hall Medical Centre, Kingsfold Medical Centre, New Longton Village Surgery, Beeches Medical Centre, Fishergate Hill Surgery and St Fillan's Medical centre), who are in principle open to subcontract their social prescribing function to South Ribble Borough Council. Ribble Medical Group covers a significant area of South Ribble (Appendix A: Service Model) and would enable the council to enhance significantly the social prescribing provision across the borough by establishing additional social prescribing link workers alongside the provision already in place with Ribble Medical Group.

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Proposals and Service Scope

13. The proposal is to establish an integrated social prescribing service in South Ribble, open to all residents in South Ribble, targeted at adult and family support. The service would work with primary care networks to enhance the social prescribing offer to residents as well as increasing the capacity and opening up referral routes.
14. The service will be able to receive referrals from key partner-based agencies in South Ribble, and patients included in any subcontracted Primary Care Network. There is also opportunity to develop a proactive approach to target interventions and early action through collaboration with GPs and local partners, demonstrated by a successful pilot the Council undertook with the former clinical commissioning group in 2021 as part of a winter covid support programme, to prevent hospitalisations.
15. The social prescribing team would be integrated within the Community directorate as part of its delivery model and align with existing resources and key functions such as housing, active health and the community hubs. Social prescribing link workers are well placed to identify gaps in local provision and will be able to proactively work with existing council services to improve referral pathways, and through the community team seek growth in local voluntary and community-based groups. The approach will also strengthen the Council's role in forums such as the South Ribble Integrated Team and provide capacity for case management and referrals as well as linking to wider council services such as council tax support.

Structure

16. The service would be based within the Communities Directorate and a structure is outlined in Appendix A.
17. Responsibility for the service overall would be with the Head of Communities and Housing. The rationale for basing the service within this area of the Communities Directorate is to ensure that the service links with existing resources in the Communities Team which would be responsible for supporting the model. Their role would be to support building community resilience and provide capacity through the community officers to establishing and supporting community groups and activities that social prescribers can refer in to, based on any need identified by the social prescribing link workers.
18. The service structure is based on a partnership-based model, where capacity is provided jointly by the council and through subcontracting with the proposed PCN. Three social prescribing roles would be provided through a subcontract (subject to agreement by both parties) and funded by the NHS, and additional capacity and management provided through three council funded roles (a senior social prescriber and two social prescriber link workers).
19. A Senior Social Prescriber role is proposed to be established to manage the service. The role would include a level of case work but in addition be responsible for ensuring effective case reviews and development of the service to provide assurance that the council has the right skills and expertise to take forward an effective social prescribing model. The Senior Social Prescriber will oversee the day today relationship with any subcontracted Primary Care Network (PCN) within the partnership and manage directly their NHS funded social prescribers as well as the two social prescribers funded by the Council.

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Resource and Finance

20. Resourcing for the service is proposed initially for 24 months and is aligned to existing known arrangements for NHS funding. The option of 24 months gives the council time to consider and evaluate the impact of the service before any further commitments and enable any partnership with a subcontracted primary care network to be reviewed.
21. Pay structure and Terms and Conditions for newly established posts would be based on the new terms and conditions of the Council. Estimated costs are attached at Appendix C (Job Evaluation pending). The costs to South Ribble are estimated to be between £113k to £120k per year.
22. NHS funding available to primary care networks is capped at £36,428 per year, per role, with an allowance of £200 per month per role able to be claimed by the provider when subcontracted. When a subcontracted role is taken on by the Council this will be available to be claimed. However, the pay terms and conditions offered by the Council are more advantageous to the employee and therefore more expensive to the employer so all costs over and above the capped amount will need to be met by the Council. This is expected to be a limited cost.
23. For clarity the roles funded by South Ribble Council will be ringfenced to supporting patients / residents within the South Ribble district boundaries. Primary Care Network boundaries are often different and run over in to neighbouring authorities. Where this is the case any patient or resident outside the district boundary will be the responsibility of the roles funded through the PCN and NHS provision.

Recruitment and TUPE

24. Following approval, recruitment to the council-based roles would be undertaken immediately, following the Council's recruitment policies.
25. Should the Council move forward with Ribble Medical Group and undertake a subcontracting of the social prescribing roles, employees(s) will transfer under TUPE.

Primary Care Networks outside the model

26. The model provides support across all areas of the borough and partners such as Lancashire Fire and Rescue, Police and other support and advice agencies will be able to refer into the service irrespective of the PCN area.
27. PCN's not part of the partnership and subcontracting arrangement will be unable to refer in to and access the additional resource provided by the council. However, the Council is committed to continue working positively with the remaining PCN's and identify opportunities for collaboration.

Climate change and air quality

28. 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

29. The service is focused on addressing health inequalities and improving an individual's ability to manage their wellbeing. Overall, it will have a positive impact on addressing equality and diversity where people are disadvantaged due to factors within the indices

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of multiple deprivation. This can include socio-economic factors as well as those who have families, pregnant, have a disability or age-related factors.

Risk

30. Social Prescribing has been established for the last four years but operated through various models. The Council and PCN based model delivered within Chorley, provides assurance that such models are effective in providing tangible improvements in individuals health outcomes.
31. NHS funding for the social prescribing link workers is up until March 2024. The risks to the council are mitigated by applying funding from Covid Recovery Support Fund for a maximum of 24 months. This gives the council flexibility to review its position as well as any PCN involved with the collaborative.
32. Should the funding cease in 2024 the Council would be liable for the redundancy costs of employees with over 2 years' service, which would include employees who TUPE into the council. Further on costs such as essential car user or higher than anticipated pay settlements may present a further financial risk to the Council. There is some cushion based on the known NHS funding and allowances which should be sufficient over the next two years based on current salary ranges.
33. Recruitment presents a challenge, as the employment market is difficult. However, it is anticipated that the creation of a senior role will attract existing social prescribers to the authority, and the overall package available from the council is competitive.

Comments of the Statutory Finance Officer

34. The costs of this model for two years can be funded from the unringfenced Covid Recovery Reserve. At present this proposal is for two years funding only and further funding beyond this would require additional approvals. As the end of the two year period approaches the Council will be required to understand its future aims of the service to ensure ongoing staffing costs are adequately provided for.

Comments of the Monitoring Officer

35. The proposed course of action is new for this council but has been tried successfully elsewhere.
36. The commitment sought is for 2 years funding. The service can be reviewed for effectiveness throughout this period.
37. In terms of the proposed new Council posts normal recruitment processes will be followed.
38. Should the council decide to move forward with Ribble Medical Group then existing staff will TUPE over to the council. Please see para 30 above for further information in this regard and the potential risks of redundancy costs.

Background documents

There are no background papers to this report

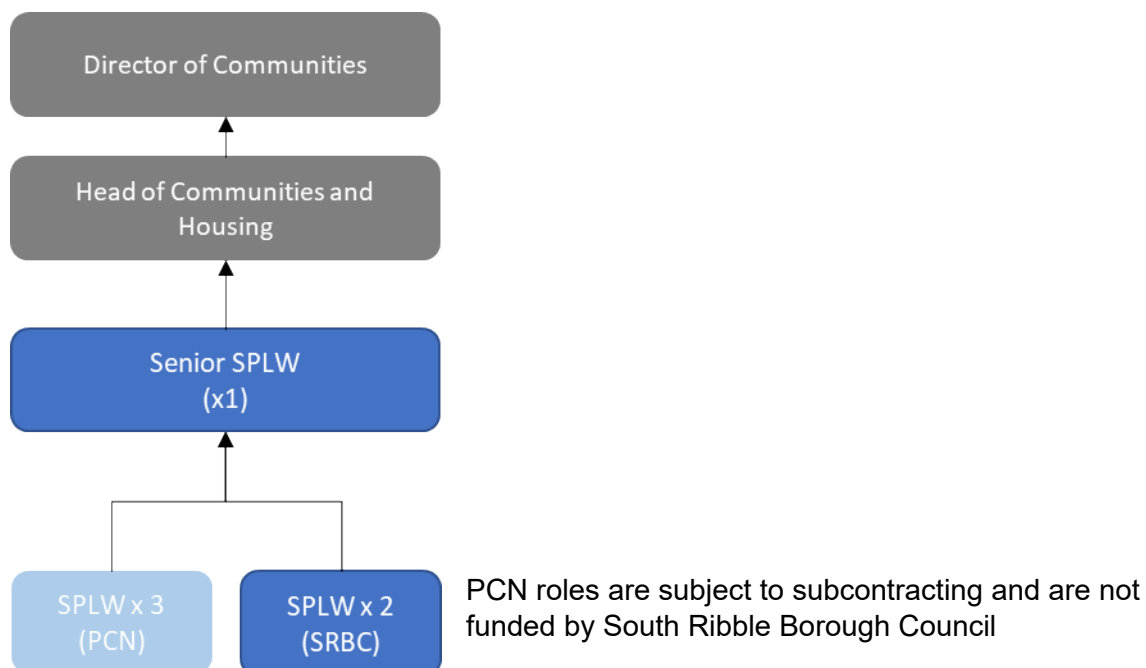
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Appendices

Appendix A – Service Structure and Resourcing

Report Author:	Email:	Telephone:	Date:
Howard Anthony (Interim Head of Performance and Partnerships)	howard.anthony@southribble.gov.uk	01772 625625	4/11/2022

Appendix A – Service Structure and Resourcing



Service Costs

The following costs are based on a range from bottom of scale to top of scale. Senior Social Prescribing Role is subject to Job Evaluation.

Total costs include all pay award, car allowance and on costs.

Other costs within the summary columns relate to training and travel allowances.

Bottom of Scale				
Post	Level	SCP	Basic	With Oncosts
Snr Social Prescriber	9	27	31,895	£ 42,941
SP Link Worker 1	7	18	25,419	£ 34,884
SP Link Worker 2	7	18	25,419	£ 34,884
Top of Scale				
Post	Level	SCP	Basic	With Oncosts
Snr Social Prescriber	9	28	32,798	£ 44,064
SP Link Worker 1	7	22	27,514	£ 37,491
SP Link Worker 2	7	22	27,514	£ 37,491

Summary	
Salary costs	£ 112,709
Other Costs	£ 1,100
Total	£ 113,809

Summary	
Salary costs	£ 119,045
Other Costs	£ 1,100
Total	£ 120,145

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Public question received from S Fox.

I should like to submit a request to the Members of South Ribble Borough Council to consider that the council institutes the following issues for bye law enforcement, firstly that the Green Belt is an inappropriate location for Permission in Principle (PIP - Stage 1) dwellings and that a comprehensive ecological survey for Protected Species (including Bats) should be included in such planning applications at Stage 2 (Technical Details). Unfortunately a comprehensive ecological survey is not included in Stage 2 (Technical details)

Latterly there have been several PIP planning applications with permissions on the Green Belt in my area, which is inappropriate according to the legislation and nor have any ecological surveys been undertaken to ascertain the presence of Protected Species, including Bats (even with evidence of their presence) which to my way is a matter of profound concern and an apparent contradiction with Wildlife Legislation.

Background information.

1. Permission in principle was introduced in 2017 by LUHC Department and then the legislation was revised in June 2018.

The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second ('technical details consent') stage is when the detailed development proposals are assessed.

Stage 2 does not include a comprehensive ecological survey to ascertain the presence of Protected Species, including Bats, which to my way of thinking is a matter of profound concern, even when there is evidence of their presence.

Permission for PIP planning applications should only be given on Brownfield sites (previously developed land in residential settlements within a village on land on a Brownfield register) which would certainly exclude the Green Belt.

2. Development and Planning Trigger List for Bat Surveys.

Conversion, demolition, modification, removal of large or small buildings and derelict buildings :-

Agricultural - barns, farmhouses, outbuildings of traditional brick or stone construction and/or with exposed wooden beams.

Buildings with weather boarding and/or hanging tiles that are within 200M of a watercourse or woodland.

Pre 1960 detached dwellings and structures within 200M of a watercourse or woodland,

Pre 1914 buildings within 400M of a watercourse or woodland.

Pre 1914 buildings with gable ends or slate roofs regardless of location.

Buildings located within or immediately adjacent to a watercourse or woodland.

Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding, if following a preliminary roof assessment, the site appears to be particularly suited to Bats.

In addition :-

If Bat species are known to be present in the immediate and wider locality and in the case of nearby felled trees were probably foraging sites and roosting areas for Bats.

The nature of any nearby property may provide access opportunities being available for Bats, eg. roof space, with the surroundings trees providing foraging or roosting opportunities.

Rural and semi-rural locations are located in and amidst habitat that can be considered favourable for Bat commuting and foraging activities.

Concluding statement :-

It is the legal duty of the planning authority to take into consideration the possible presence of all Protected Species, such as Bats, when determining an application, which may have an adverse impact on them. The presence of any protected species is a material consideration when a planning authority is considering a development proposal that, if carried out, would

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be likely to result in harm to the species or its habitat. In the case of PIP, it would be in the interests to know if there is Biodiversity and Ecology value at the site because should there be, total disregard of it would be a breach of the Wildlife & Countryside Act 1981 as amended and also would not be meeting legal obligations under the "Conservation of Habitats and Species amendment - EU Exit Regulations 2019 (SI 2019/579)" or local planning policy.

I therefore request Members of South Ribble Borough Council to consider the introduction of Bye-Law enforcement to ensure that Green Belt is an inappropriate location for PIP and that a comprehensive ecological survey must be undertaken if any PIP planning application is affected by the Development and Planning Trigger List for Bat Surveys

Response

Planning in Principle applications are an alternative way of obtaining planning permission for housing led development, and separate the consideration of matters of principle for proposed development (PIP) from the technical detail (TD); the actual permission in law being the TD stage NOT the PIP which is as it says simply to establish a principle.

For this reason, and as set down in the Town & Country Planning (Permission in Principle) Order 2017 and Town & Country Planning (Brownfield Land Register) Regulations 2017, the scope of PIPs (stage 1 of the process) is restricted to consideration of location, development size and land use – Green Belt being a land use designation. The applicant at this stage is obliged only to provide a location plan identifying the site (TCP PIP Order 2017 S58 D1(a-c)) and its surroundings. No other detail is mandatory.

All other matters are 'reserved' for consideration by the stage 2 Technical Details application which may be made should PIP be granted. As the title implies, the TD stage requires submission of all relevant documentation to provide for a technically detailed assessment of the whole scheme, as would occur had the applicant sought determination of a 'full' permission. This includes, but is not limited to full ecological assessment (including time limited secondary survey where this is deemed necessary by the assessing ecologist). All matters relating to ecological assessment must be concluded in advance of any TD decision as required by Government Circular 06/2005

In line with the above PIP regulations the land use element of the proposal would take into account Green Belt Policy provided by both National Planning Policy Framework 2021 and South Ribble Local Plan Policy G1. Both support the general presumption against Green Belt development other than for specifically detailed, exempt purposes. The granting of planning permission for new buildings in the Green Belt which do not benefit from exemption (listed below) will therefore be considered inappropriate, unless it can be demonstrated that there are very special circumstances which clearly outweigh the harm caused to the Green Belts open nature.

Exceptions as prescribed by both NPPF and Policy G1 (Green Belt) are:

- a) buildings for agriculture and forestry;
- b) provision of appropriate facilities for outdoor sport, outdoor recreation and for cemeteries, as long as it preserves the openness of the Green Belt and does not conflict with the purposes of including land within it;
- c) the extension or alteration of a building provided that it does not result in disproportionate additions over and above the size of the original building;
- d) the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces;

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- e) limited infilling in villages, and limited affordable housing for local community needs under policies set out in this Local Plan;
- f) limited affordable housing for local community needs under policies set out in the development plan (including policies for rural exception sites); and
- g) limited infilling or the partial or complete redevelopment of previously developed land, whether redundant or in continuing use (excluding temporary buildings), which would: – not have a greater impact on the openness of the Green Belt than the existing development; or – not cause substantial harm to the openness of the Green Belt, where the development would re-use previously developed land and contribute to meeting an identified affordable housing need within the area of the local planning authority

Government, in its publication of the NPPF and adoption by examination of the South Ribble Local Plan therefore confirms that there is no absolute restriction on development in Green Belt areas, rather that any proposal shall be assessed, and either granted exemption following consideration against the aforementioned exemptions, or where this is not the case the applicant must demonstrate that there are in the Councils opinion very special circumstances which outweigh the harm caused to the Green Belt by that development. In that respect therefore it is not in the Councils gift to allow or prevent particular types of development or application (e.g. PIPs) in such areas, and arguably any developer prevented from doing so by By-law would simply apply for full or outline permission instead; so circumventing this constraint.

In summary, and in response to points one and two of Ms Fox's question

1 Green Belt is not an inappropriate location for 'PIP dwellings' (sic) unless determined to be so on an applications individual merits. The Green Belt allocation covers almost 80% of the borough of South Ribble within which there are a number of relevant sites which are more than suitable for re-development. A blanket refusal would preclude those sites which could benefit visually and from an economic perspective

2. It is a legal requirement that an ecology report and additional documentation is provided, and assessed as being acceptable prior to validation of any planning application – TD or other – where the site sits within a prescribed set of circumstances. Ms Fox is correct that the Council has a statutory duty towards protection of the environment. This has been the case for many years, and where there is doubt the Councils consultee ecologist opinion is sought. As existing legislation provides for the same there is little to be gained by adopting replicate constraint

3. Prevention of PIP applications in the Green Belt would be a worthless exercise, when a) the developer can lawfully approach proposals via different routes and, b) any refusal on these grounds alone is likely to fail at appeal with the Planning Inspectorate, with a potential award of costs to the Council on the grounds of unreasonable behaviour

4. Any additional regulation would contradict both Government policy and that adopted by its elected members

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Agenda Item 17

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

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Agenda Item 18

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

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