

Minutes of	Cabinet
Meeting date	Wednesday, 24 March 2021
Members present::	Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans and Matthew Tomlinson
Officers:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Chris Moister (Director of Governance), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy), Jennifer Mullin (Shared Director of Communities), James Thomson (Deputy Director of Finance), Victoria Willett (Service Lead - Transformation and Partnerships), Emma Marshall (Service Lead - ICT), Rebecca Aziz-Brook (Transformation & Change Team Leader), Gill Beaghan (Communications Officer), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services) and Clare Gornall (Democratic and Member Services Officer)
Other members:	Councillors Alty, Bretherton, Chisholm, Bell, Mary Green, Michael Green, Hancock, Hesketh, Hughes, Lomax, Ogilvie, Martin, Mort, Sharples, Mrs Smith, Phil Smith, Trafford, Rainsbury, Walton, Watkinson and Yates.

Prior to commencing the official business of the meeting, the Chair referred to the sad news regarding the recent passing of former Councillor Tony Kelly JP and Councillor Colin Clark. He paid tribute to each and a minutes' silence was held.

192 Apologies for Absence

There were none.

193 Declarations of Interest

There were none.

194 Minutes of the Last Meeting

The minutes of the previous meeting held on 10 February 2021 were submitted for approval.

The Leader of the Council, Councillor Paul Foster highlighted that with regard to Minute 191, the resolution at 4 should be amended to read "That the decision to award these contracts is delegated to the **Cabinet Member (Communities, Social Justice and Wealth Building)**" in order to reflect the recent changes to the responsibilities of portfolio holders.

Decision made

That the minutes of the meeting held on 10 February 2021 be approved as a correct record, subject to an amendment in respect of Minute 191, at which resolution 4 should be amended to read “That the decision to award these contracts is delegated to the ***Cabinet Member (Communities, Social Justice and Wealth Building)***” in order to reflect the recent changes to the responsibilities of portfolio holders.

195 Cabinet Forward Plan

The Cabinet Forward Plan for the period 1 March 2021 – 28 February 2022 was presented for information.

Decision made

1. That the Cabinet Forward Plan for period 1 March 2021 – 28 February 2022 be noted; and
2. That the new Lead Members be invited to speak at Cabinet about their remit, make regular reports on their work and that this be incorporated in the Cabinet Forward Plan.

Reasons for decision

At Council 27 January 2021, three Lead Members were appointed – Lead Member for Youth and Mental Health Awareness; Lead Member for Social Equality and Justice; and Lead Member for Climate Change who would support Cabinet Members in their work.

Alternative options considered and rejected

None, for the reasons given above.

196 Quarter 3 (October - December) Performance Monitoring Report 2020-21

The Leader of the Council presented a report of the Deputy Chief Executive providing members with a position statement for the Corporate Strategy for Quarter 3 (October – December) 2020/21.

Cabinet also gave consideration to the recommendations of the Scrutiny Budget and Performance Panel made at its meeting on 22 March 2021, as follows:

The Scrutiny Panel:

1. thanks the Leader and Shared Services Lead for attending and answering its questions;
2. commends the council’s performance at the end of Quarter 3;
3. asks for consistency in the future use of the name and description of the Community Hubs;

4. asks that further information be provided on the key performance information definition on the number of residents benefiting from opportunities created by the communities team;
5. asks that the costs associated with refurbishing Penwortham Leisure Centre be provided to the Panel; and
6. welcomes the commitment to review the methodology for collecting customer satisfaction data.

Decision made

1. That the report be noted; and
2. To accept the recommendations of the Scrutiny Budget and Performance Panel made on 22 March 2021.

Reasons for decision

The Council's performance framework sets out the process for reporting progress against the objectives of the Corporate Strategy. Robust monitoring ensures that the Council continues to deliver its priorities and achieves the best outcomes for residents.

Alternative options considered and rejected

None, for the reasons given above.

197 Community Hubs Update and Action Plans

The Cabinet Member (Communities, Social Justice and Wealth Building), Councillor Bylinski Gelder presented a report of the Director of Communities giving details of the 2021/22 Community Hub Action Plans and Area Profiles. She highlighted the substantial amount of data provided in the area profiles which could be used to inform the further development of action plans.

The Leader noted the lack of specific projects within the action plans relating to local issues identified by the data (e.g. fuel poverty in the Western Parishes) and referred to lack of community engagement (e.g. with parish and town councils).

Councillor Mrs Smith enquired as to how recently the data had been collected. The Director of Communities indicated that the data represented the latest available to the Council, however it may have been collected recently or several years ago depending on the source (e.g. previous census data). Councillor Bylinski Gelder also indicated that Transformation & Change Team Leader had informed her the data was to be reviewed over the next few weeks.

Other comments and points raised included:

- the difficulties presented by the current pandemic, which may be reflected in the progress made by Community Hubs over the twelve month period;

- The Cabinet Member (Communities, Social Justice and Wealth Building) providing progress updates to Cabinet on the work of Community Hubs.

Decision made

1. That the 2021/22 Community Hub Action Plans and Area Profiles be noted;
2. That the Cabinet Member (Communities, Social Justice and Wealth Building) write to the Chairs and Vice Chairs of the Community Hubs regarding the need for specific projects in response to local issues and priorities identified for each area and to report back to the Cabinet at its next meeting on 16 June 2021; and
3. That with regard to the data and intelligence collected for each area profile, where possible officers will baseline the report data to include when it was collected.

Reasons for decision

The report was the first annual presentation of Community Hub Action Plans and Area Profiles. Projects contained in the plans had been discussed and decided upon with members from each of the hubs at planning meetings.

Action plans were drawn up with contributions from of all members, following a cross party review of community involvement. Best practice in community development was considered as part of this review, with robust action plans agreed as an effective delivery mechanism for community priorities.

The Cabinet would like to see the projects and action plans of the Community Hubs better reflect the local issues identified in the area profiles.

Other options considered and rejected

None, for the reasons given above.

198 Refurbishment of Playground at Haig Avenue, Leyland

The Cabinet Member (Finance, Property and Assets) presented a report of the Director of Communities bringing the refurbishment project for the playground at Haig Avenue, Leyland before members and seeking permission to spend the allocated capital budget and award the contract to the Preferred Bidder identified by the procurement processes.

Decision made

That Cabinet gives approval to

1. Spend the allocated £175,000 capital budget for the refurbishment of Haig Avenue Playground; and
2. award the contract for the refurbishment of Haig Avenue Playground to Bidder 3 in Table 1.

Reasons for decision

The current capital programme included a number of play areas identified for improvement. Haig Avenue Playground had funds allocated in this financial year and bids had been invited on a design and build basis.

Alternative options considered and rejected

The option of doing nothing and leaving the site in the current condition was rejected as the site was now in need of refurbishment to provide quality facilities.

The option of providing teen/adult equipment over and above the ball court was rejected due to limitations on space and the proximity of surrounding houses.

The option of providing parking spaces for traffic associated with the school opposite Haig Green was considered having been requested by a number of residents during the consultation. The option was rejected due to a lack of space on site, insufficient budget, difficulties of forming a new access onto the highway, safety concerns for pedestrian and cyclists by increasing vehicle movements in and around the open space and potential negative air quality implications for the locality.

199 Budget Monitoring 2020-21 Quarter 3

The Cabinet Member (Finance, Property and Assets) presented a report of the Deputy Director of Finance (Section 151 officer) explaining the Council's overall financial position for quarter 3 of the financial year.

The Cabinet also considered the recommendations of the Scrutiny Budget and Performance Panel made on 22 March 2021, as follows:

The Scrutiny Panel:

1. thanks the Cabinet Member and Deputy Director of Finance for attending and answering its questions;
2. commends the inclusion of staff vacancy information within the report;
3. welcomes the reassurance that the capacity and skills required for the future delivery of the capital programme is now in place; and
4. asks that further information on the Community Infrastructure Levy (CIL) payments to parish/town councils over the last seven years be provided to Members.

Arising from the report members asked a number of questions regarding the outstanding vacancies e.g. Assistant Director of Housing and Property and apprentice posts. The Chief Executive indicated that the senior post was intentionally left vacant due to the implementation of Shared Services and the appointment of apprentices was put on hold by the pandemic, however this would be restarting shortly.

Decision made

1. To note the contents of the report;
2. To accept the recommendations of the Scrutiny Budget and Performance Panel made on 22 March 2021; and
3. To approve the re-profiled budgets for the capital programme, which reflects forecasted underspend against the existing budgets, as detailed in Appendix C to the report.

Reasons for decision

This report allows the Cabinet to consider the financial position of the Council.

The report outlined the impact Covid-19 has had on the budget in 2020/21 including the additional grant funding received and the management of the business grant schemes.

The total capital spend including commitments in 2020/21 is £5.380m, which is 62% of the current 2020/21 capital budget of £8.737m. Appendix C to the report provided the details for individual schemes and the revised forecasts, both for 2020/21 and the following 3 years.

Alternative options considered and rejected

None, for the reasons given above. The Cabinet must consider the Council's financial position in accordance with the Constitution.

200 Exclusion of Press and Public**Decision made**

That the press and public be excluded from the meeting for the following items of business on the grounds 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.

201 Shared Services Events Team Review

The Leader of the Council presented a report of the Deputy Chief Executive outlining proposals to create a shared events team from 1 April 2021.

Arising from questions from members, the Leader gave assurances that the Council would support all schemes as required e.g. the Lostock Hall lights even if they were not specifically identified in the report.

The Shared Service Lead - Communications and Visitor Economy, Andrew Daniels, confirmed that the intention was for the events team to be comprised of 4 full time members of staff.

Decision made

1. To approve the proposed structure for the events team outlined in the report.

2. To approve the action plan included in Appendix 1 to the report.

Reasons for decision

The principle of creating a shared events team has already been agreed and this report brought forward a proposal to complete that action as part of the shared services phase one service reviews.

Alternative options considered and rejected

The alternative option was not to share the events team but this was rejected due to the intention to establish an events team at South Ribble and the benefits the extra resilience would bring to the already established team at Chorley.

In accordance with Part 4C of the Council's Constitution, the Mayor agreed under paragraph 5.5 that the following be considered as a matter of urgency, and the Chair of the Scrutiny Committee also agreed the urgent matter could be considered by the Cabinet in private session in accordance with paragraph 14.4.

In accordance with paragraph 11.14 of Part 4F of the Council's Constitution, the Mayor agreed to waive the Scrutiny call-in procedure in respect of this decision for the reasons given below.

The reasons for the urgency were that the contract needed to be awarded in line with timescale for bringing the Leisure Centres back in house on 1 April 2021.

202 Leisure Centres Booking/Direct Debit Collection System

The Cabinet Member (Communities, Social Justice and Wealth Building) presented a report of the Director of Customer and Digital requesting permission to procure a Booking System and payments for the Leisure Centres, and to procure a system to collect direct debits for membership.

Decision made

That Cabinet agrees to waive procurement rules to allow the Council to enter into 2 separate contracts for 3 years as follows:

Contract 1 – Leisure management Software
Contract 2 – Direct Debit bureau and Contact Centre,

as detailed in the confidential report.

Reasons for decision

The approved supplier represents the best option in terms of timescales involved and value for money as outlined in the confidential report.

Alternative options considered and rejected

None, for the reasons given above.

Chair

Date