**Report of Cabinet**

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

**General Report of the Cabinet for the meetings held on 16 June 2021 and 14 July 2021**

**Cabinet 16 June 2021**

**Lead Member Roles – Terms of Reference**

1. The Leader of the Council presented a report of the Director of Governance and Monitoring Officer outlining the proposed terms of reference for Lead Members and Member Champions.
2. A query was made as to the potential for conflict of interest arising for Lead Members and Member Champions who may also sit on the Scrutiny Committee or Budget and Performance Panel when scrutinising a matter which relates to their remit. The Leader stressed that under such circumstances it was ultimately a matter for the individual member having regard to the advice of the Monitoring Officer.
3. The Cabinet approved the terms of reference for Lead Members and Member Champions as outlined in the report.

**Quarter 4 (January - March) Performance Monitoring Report 2020-21**

1. Cabinet considered a report of the Deputy Chief Executive which provided members with a position statement for the Corporate Strategy for Quarter 4 (Jan - Mar) 2020/21. The 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.
2. Cabinet also gave consideration to the recommendations of the Scrutiny Budget and Performance Panel made at its meeting on 14 June 2021, as follows:

The Scrutiny Panel:

-Thanks the Leader, Chief Executive and Shared Service Lead for attending and their detailed report.

-Welcomes the Council’s performance and the progress made in quarter 4.

-Commends the face to face community engagement planned for the Community Hubs when it is safe post-COVID.

-Looks forward to the long-term future strategy for the leisure centres being considered by the Council.

-Wishes the Council well in the partnership discussions to expedite disabled facilities grants and asks to be kept updated progress.

-Thanks all employees for the essential services they provide to the community.

1. Cabinet noted the report and accepted the recommendations of the Scrutiny Budget and Performance Panel made on 14 June 2021.

**HR/Payroll System**

1. The Cabinet considered a report of the Deputy Chief Executive seeking Cabinet approval to enter into a ten year agreement with Blackpool Council to provide a managed payroll service with integrated HR service and all associated implementation, support and maintenance services**.**
2. The Chief Executive confirmed the contracts of both South Ribble and Chorley Councils expire at the same time so will be aligned. With regard to the delegation to the Director of Governance, the financial limitations of the decision are as per the budget allocated in the report and therefore any requirement for a budget increase would come back to Cabinet for approval.
3. Cabinet agreed to approve the appointment of Blackpool Council for the provision of a managed payroll service with integrated HR system and all associated implementation, support and maintenance services; and to delegate the finalisation of the agreement with Blackpool Council to the Director of Governance.

**Empty Property Policy**

1. Cabinet considered a report of the Director of Communities seeking approval of a new Empty Properties Policy.
2. The Chief Executive explained that there was £39,000 in the Capital Programme none of which had been spent in the last 2 years. £4,500 would be available per bedroom. The Director of Communities confirmed that a property must be empty for twelve months to qualify.
3. The Chief Executive also stated that they would welcome information from ward councillors as a steer as regards prioritising issues.
4. That Cabinet approved the updated Empty Property Policy 2021 as detailed at Appendix A to the report. This decision enables the Council to maintain a robust Empty Property Policy which reflects the current market conditions.
5. The refreshed Empty Properties Policy builds on the work already carried out to manage empty homes which is based on impact, risk, and the public interest test but strengthens the current approach to address the demise of Methodist Action NW and details the Council’s approach to providing informal advice and guidance before proceeding to formal enforcement.

**Town Deal Professional Team Appointments**

1. Cabinet considered a report to establish and identify the reasons for appointing the professional design team discipline – quantity surveying (QS) and procurement support via a delegated Executive Member Decision.
2. Cabinet agreed to the request toappoint the consultant on the Town Deal Project via a delegated Executive Member Decision to be made by the Leader; and noted the forecast expenditure of up to £200k against the £2.774m capital budget approved at Council on 19 May 2021.
3. This decision ensures the consultant appointment aligns with the business case development; supports the delivery of the Town Deal – business case development process; ensures the project is able to deliver detailed and comprehensive business cases in line with the Town Deal programme and to expedite the release of the capital funding; and allows for the project team to complete the delivery of Stage 2 business case development process for timely submission to the Town Deal Fund.

**Community Hubs Update**

1. Cabinet considered a report of the Director of Communities which provided members with an overview of activity in Community Hubs. Following on from the Cabinet approval of Community Hub Action Plans in March, this report provided a progress update on project delivery.
2. The Leader also stressed that any further ideas for community projects or initiatives are welcomed.
3. Cabinet noted the progress made by Community Hubs to date.
4. Cabinet formally resolved to support the development of the Community Hubs over coming months, as COVID restrictions are hopefully eased and public engagement is reinstated.

**Revenue and Capital Budget Monitoring 20-21 Outturn**

1. Cabinet considered a report of the Director of Finance explaining the Council’s overall financial position at the end of the financial year 2020-21.
2. It also considered the recommendations of the Scrutiny Budget and Performance Panel made on 14 June 2021 which were as follows:

The Scrutiny Panel:

Thanks the Cabinet Member and Director for attending and their detailed report.

Notes the revenue and capital budget monitoring outturn.

Welcomes the reassurance that staff vacancies are not impacting on service delivery in key areas.

Asks the Cabinet Member to ensure the capital programme is deliverable in future years.

1. One member expressed concerns and queried the proposal to use S106 monies on projects throughout the borough when, as their ward councillor, she believed it was intended solely for the benefit of residents of Buckshaw Village. For clarity the Chief Executive confirmed the Council was legally entitled to enact the proposals, should they be approved. The Leader stressed that the proposals with regard to the spend of S106 monies represented the Cabinet’s policy.
2. Cabinet agreed to:
3. To note the contents of the report;
4. To accept the recommendations of the Scrutiny Budget and Performance Panel made on 14 June 2021;
5. To approve the re-profiled budgets and use of S.106 funding for the capital programme, which reflects forecasted underspend against the existing budgets, as detailed in Appendix C – Capital Programme and in Appendix D – S.106 Summary of Usage of Receipts.
6. That the Leader of the Council write to the residents of Buckshaw Village explaining the reasons for the decision concerning S106 funding.

**Land Remediation and Playground Refurbishment, Strawberry Valley, Bent Lane, Leyland**

1. Cabinet considered a report of the Director of Customer and Digital bringing the refurbishment project for the playground at Strawberry Valley Park, Bent Lane, Leyland before members and to seek permission to spend the allocated capital budgets and award the contract to the Preferred Bidder identified by the procurement processes. The report sought to progress a way forward for the remediation of the site and associated costs.
2. Arising from a query regarding the £139k budget uplift, the Chief Executive clarified that it would be through the process of amortization over the period of land restoration.
3. Cabinet agreed to:

1. Spend the allocated £175,000 capital budget for the refurbishment of Strawberry Valley Park Playground;

2.To award the contract for the refurbishment of Strawberry Valley Park Playground to Bidder 2 in Table 1; and

3.Recommend to Council that the remediation works should be undertaken to enable the site improvements to be brought forward and progressed and that Council be asked to approve a budget of £200,000 to support these works.

**Insurance Policy Procurement**

1. Cabinet considered a report of the Director of Governance and Monitoring Officer seeking approval to engage in joint procurement with Chorley Council to procure all insurance policies with the Council’s portfolio. The procurement will be a separate tender for each council’s individual insurance portfolio however, running the tender process together will create efficiencies in the officer and broker time.
2. Cabinet agreed the following:
3. That Cabinet agrees to the procurement being collaborative with Chorley Council.
4. That Cabinet agrees to the use of the YPO Insurance Placement Dynamic Purchasing System 978.
5. That Cabinet agrees the approach to be taken for Evaluation Criteria and Weightings.

**Key Partnerships and Contracts Framework**

1. Cabinet considered a report of the Deputy Chief Executive seeking approval for the Key Partnerships and Contract Framework along with a position statement for the current partnerships and contracts.
2. Due to the omission of Appendix A the report was deferred until the next meeting of Cabinet on 14 July 2021. It was also requested, if possible, that the main body of the report be made public.

**Sports Playing Pitch Hub**

1. Cabinet considered a report seeking approval for a number of decisions to progress the Playing Pitch Hub project**.**
2. The recommendations outlined at paragraphs 2 – 7 of the confidential report were approved.
3. The decisions enable the Council to award the two construction contracts; continue using the current contractors as projects managers for the contract; and to vire £275k from the Playing pitch Hub project to support improvements at other Leisure Facilities across the Borough.

**Cabinet 14 July 2021**

**Award of Contract(s) to progress Town Deal Projects - Design Services**

1. Cabinet considered a report of the Director of Planning and Development informing and updating members on the detail and outcome from the Town Deal Design Team procurement process.
2. The report requested approval to appoint and award contracts to the winning bidders on the design team disciplines listed below to progress the design development on the Leyland Town Deal project to RIBA Stage 3:
3. Mechanical, Electrical and Plumbing Services
4. Architect Services
5. Structural and Drainage Services
6. Landscape Architect and Public Realm Design Services.
7. Cabinet agreed to the award of contracts to the winning bidders across the various design specialisms in order to progress the design works on the Leyland Town Deal project, as follows:

**Design discipline – Mechanical, Electrical and Plumbing Services:-**

Steven A Hunt & Associates Ltd - **£91,975.00**

**Design discipline –Structural & Drainage:-**

Woolgar Hunter Ltd - **£134,772.00**

**Design discipline – Architect:-**

Wilson Mason LLP - **£139,256.25**

**Design discipline – Landscape & Public Realm Services:-**

Lanpro Services Ltd **- £39,250.00**

1. The work on the Leyland Town Deal project is extremely urgent and progressing the design works will enable the project to progress in line with the delivery programme mitigating any risk to funding and supporting the business case development process.
2. Progressing the design works to RIBA Stage 3 will ensure that the project is able to demonstrate a ‘shovel ready’ proposal to the funding body and allow the project to proceed with the submission of a planning application process.

**Climate Emergency Strategy Review**

1. Cabinet considered a report of the Director of Communities updating members on the work undertaken on this hugely important issue and seeking approval to a revised Climate Emergency Strategy and updated Carbon footprint for the Council operations and the Borough.
2. In July 2019 the Council declared that the effect of climate change within the borough poses an immediate danger to the Health and Wellbeing of our residents. To combat this threat the Council set a goal of rendering the borough carbon neutral by the year 2030.
3. A cross-party Climate Emergency Task Group was formed to work with officers to achieve this goal. The Task Group have met regularly to move this agenda forward.
4. In July 2020 members approved and adopted a Climate Emergency Strategy. The Strategy provided background to the Climate Emergency issue, our

current position in terms of the Council and the borough and identified categories of areas to concentrate on to achieve the overall goal of net-carbon neutral by 2030. Members were also given a commitment by the Task Group that the Strategy would be reviewed and revised each year, including an update on the current carbon footprint and work undertaken.

1. Cabinetnoted the work undertaken by the cross-party Climate Emergency Task Group; noted the current carbon footprint of both the Council and the borough; and recommended that Council approve and adopt the revised Climate Emergency Strategy.

**Climate Emergency Action Plan**

1. Cabinet considered a report of the Director of Communities providing details of a draft Climate Emergency Action Plan, setting out the initial actions that the Council will undertake towards achieving the corporate goal of net-carbon neutral by 2030.
2. InJuly 2020 the Council approved and adopted a Climate Emergency Strategy which identified the current carbon footprint for the Council operations and the borough and determined that a Climate Emergency Action Plan was required to achieve the net carbon neutral goal.
3. The draft Climate Emergency Action Plan is a cumulation of work that fulfils the above requirement and sets out the initial measures to move South Ribble towards a net carbon neutral status.
4. Cabinet, having considered the report, endorsed the draft Climate Emergency Action Plan.
5. Cabinet recommended that Council formally adopt the draft Climate Emergency Action Plan.

**Approval of Decarbonisation Plans for Civic Centre, Moss Side and Leisure Centres**

1. Cabinet considered a report of the Director of Communities advising members, through the commissioned Decarbonisation Plans, on the level of, and potential cost of, work required to the main Council owned buildings in order to achieve the Council’s goal of net carbon neutral by 2030.
2. In relation specifically to the Civic Centre decarbonisation plan, the report requested approval to the document so that it may be submitted to Salix Finance on behalf of the Department for Business, Energy and Industrial Strategy (BEIS) as a condition on the recent grant funding of £145,004 awarded to make energy efficiency improvements to the Civic Centre.
3. The report also requested approval to the other five Decarbonisation Plans to so that they can be utilised in future grant bids through the Public Sector Decarbonisation Scheme or equivalent when they become available.
4. Cabinet agreed**:**
5. That the decarbonisation plans attached to the report be noted.
6. That the decarbonisation plans be approved, allowing their submission as part of current and future grant applications for funding to assist in the carbon neutral goal.
7. That future sources of funding be considered and programming of works identified to achieve the net-carbon zero by 2030 target.
8. Part of this work involves rendering all council operations net carbon neutral by 2030. This includes looking at the Council owned buildings. A systematic strategy was required when considering the Council buildings given the size, complexity and general cost of any works required to move towards a carbon neutral status. Consideration must also be given to the timing of these works allowing for the age of the buildings, current infrastructure and life span, current and future technologies and costs of implementation. This systematic approach is referred to as a Decarbonisation Plan.
9. Following a successful grant application to the Public Sector Decarbonisation Scheme an award of £145,004 has been made for energy efficiency improvements to the Civic Centre, West Paddock. One of the conditions of this grant award is to have a Decarbonisation Plan completed, approved by Members and submitted to the grant administrators by September 2021.
10. Failure to meet this deadline would result in the Council being in breach of the grant conditions and potentially having to repay the full £145,004, most of which has already been allocated. It would also be detrimental to any future grant bids made by the Council.

**Key Contracts and Partnerships Framework**

1. Cabinet considered a report of the Deputy Chief Executive present for approval the Key Partnerships and Contracts Framework (included at appendix A).
2. As part of the South Ribble Annual Governance Statement, there is an action to develop a Key Contracts and Partnerships Framework to ensure effective monitoring of key contracts and partnerships to demonstrate and evidence that they are delivering effective, efficient and economic services providing best value for the Council.
3. Members also considered an initial update on performance contained in Appendix B to the report, which contained restricted information.

## Cabinet agreed that the framework be approved and adopted. It also noted the updated performance.

**South Ribble Extra Care Scheme – West Paddock**

1. Cabinet considered a report of the Director of Commercial which presented 3 options for the proposed extra care scheme at West Paddock supported by financial models. The report sought approval of a preferred delivery option to enable the scheme design to be developed and a more detailed project budget prepared.

1. Cabinet agreed to:
2. To approve the progression of design option 3 outlined in the report.
3. To note that £200k of the allocated £10 million budget will be drawn upon to deliver the next stage of the design (RIBA Stage 2 and 3) and contractor procurement process.
4. To note the current estimated project cost to deliver the 72 unit scheme is £14.260 million.
5. To acknowledge that the further design works set out in paragraph 4 are required to verify the projected project cost of £14,260 million, and that further updates on the costs will be brought back when the next stage of design work has been progressed.
6. The decision will enable the progression of the Council’s Corporate Strategy objective to deliver affordable housing within the borough with, the delivery of a 72-bed development. The development of the design work will enable a more detailed project budget to be prepared and progression of the project will support the progression of a funding bid with Homes England through their affordable homes programme.

COUNCILLOR PAUL FOSTER

LEADER OF THE COUNCIL