

Minutes of Cabinet

Meeting date **Wednesday, 17 November 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), Mark Lester (Director of Commercial), Louise Mattinson (Director of Finance and Section 151 Officer), Jennifer Mullin (Shared Director of Communities), Jonathan Noad (Director of Planning and Development) and Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services)

Other members and officers: Councillors Alty, Bretherton, Chisholm, Coulton, Forrest, Mary Green, Michael Green, Hancock, Hesketh, Martin, Mort, Ogilvie, M Smith, P Smith, Tomlinson, Trafford, Turner, Walton, Watkinson, Wooldridge,

Public: 1

51 Community Hubs - Round 2 Boost Fund Allocations

The Leader of the Council invited the Cabinet Member (Communities, Social Justice and Wealth Building) to make an announcement concerning the Round 2 Boost Fund Allocations for the Community Hubs.

The Cabinet Member thanked members of the Community Hubs for putting forward projects as part of the round 2 Boost Funding and announced the following allocations had been made:

Hub	Project	Amount sought	Amount granted
Eastern Parishes	Winter Warmth – distribution of packs to older, potentially vulnerable residents. Packs to include information booklets (avoiding scams, indoor air quality, efficient home heating, helplines, etc) and hot water bottles, hand warmers and radiator keys.	£ 4,000	£2,800 – production of 2000 newsletters & 200 warmth packs
Bamber Bridge, Lostock Hall & Walton le	Love Where You Live – engagement campaign for children to design and-litter and anti-dog fouling posters, to	£ 1,481	£ 1,481

Dale	feature on banners and signs in key areas such as parks and playgrounds.		
Leyland & Farington	Love Where You Live – engagement campaign for children to design and-litter and anti-dog fouling posters, to feature on banners and signs in key areas such as parks and playgrounds.	£ 1,481	£ 1,481
Penwortham	Broad Oak welcome feature – a deer-themed installation (as deer are regularly seen and photographed in Penwortham) along with wildflower planting on the recently improved roundabout.	£ 2,937	£ 6,000 – enhanced, larger scale installation
	Coach House Christmas Carols – a festive event to showcase the new coach house venue, including lighting, sound equipment, live music and hot drinks.	£ 1,270	£ 1,270
Western Parishes	Garden Angels – an initiative to set up a group of volunteers who will help to maintain the gardens of people who are unable to do so themselves, who may be vulnerable to crime or rogue traders.	£ 1,278	£ 1,278
TOTAL		£ 12,447	£ 14,310

52 Apologies for Absence

There were none.

53 Declarations of Interest

There were none.

54 Minutes of the Last Meeting

Decision made

That the minutes of the meeting held on 13 October 2021 be noted and signed as a correct record.

55 Notice of Executive Decisions / Cabinet Forward Plan

The Cabinet considered the Forward Plan / Notice of Executive Decisions for the period 1 November 2021 – 31 October 2021.

It was requested that an updated Forward Plan / Notice of Executive Decisions be circulated as an attachment with future agenda packs.

Decision made

That the Notice of Executive Decisions / Cabinet Forward Plan for period 1 November 2021 – 31 October 2022 be noted.

56 Corporate Strategy Quarterly Performance Monitoring Report, Quarter Two 2021/22

The Leader and Cabinet Member (Strategy and Reform) presented a report of the Deputy Chief Executive providing Cabinet with a position statement for the Corporate Strategy for quarter two (July – Sept) 2021/22.

The Cabinet considered the recommendations of the Scrutiny Budget and Performance Panel held on Monday, 15 November 2021 which were as follows:

The Scrutiny Budget and Performance Panel:

1. thanks the Chief Executive and Shared Services Lead for Transformation and Partnerships for their report and answering questions;
2. welcomes the reassurance that the Council has robust data quality policies and procedures in place;
3. asks that future performance indicators choose more appropriate comparators which are similar to South Ribble and our Borough, to help make the most of the benchmarking data available;
4. expresses gratitude for the offer of the outcomes from the post-COVID Economic summit and updated key issues for South Ribble being provided to Members;
5. expresses concern at the time taken to process new housing benefit claims and requests that the plans to improve this are expedited and additional resources be made available to improve performance;
6. requests that further information be provided on how the number of trees that are planted that survive and thrive are monitored and managed; and
7. congratulates the Planning Team on the improved performance with regards the % of planning applications decided within 8 weeks.

Following an enquiry from a Member, confirmation was given that the electricity car charging points would have a charge levied to use.

Decision made

1. That the report be noted; and
2. That the recommendations of the Scrutiny Budget and Performance Panel be approved.

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.

The Cabinet welcomed and supported the recommendations of the Scrutiny Budget and Performance Panel.

Alternative options considered and rejected

None, for the reasons given above.

57 Infrastructure Funding Statement

The Cabinet Member (Planning, Business Support and Regeneration) presented a report of the Director of Planning and Development requesting approval for the Infrastructure Funding Statement and its publication onto the Council's website. This report explained that this was to replace the previous regulation 123 list that had been in place since the adoption of Community Infrastructure Levy (CIL) in July 2013.

The investments in local playgrounds was highlighted as being pleasing and the lower than expected costs of remediating contaminated land at Strawberry Fields playground was welcomed.

Following an enquiry about the changes between the previous 123 list and infrastructure statement being presented, the Cabinet Member undertook to advise Members of the differences outside the meeting.

Decision made

That approval be given for the Infrastructure Funding Statement to be displayed on the Council website for the next year.

Reasons for decision

The Infrastructure Funding Statement is a requirement of the CIL Regulations 2010 (as amended) Regulation 121A. It is a statutory requirement to publish an Infrastructure Funding Statement annually by 31st December.

Other options considered and rejected

No alternatives were considered as this was a requirement of CIL Regulations 2010 (as amended) Regulation 121A.

58 Social Justice Programme 2021/22 Update

The Cabinet Member (Communities, Social Justice and Wealth Building) presented a report which updated members on the Social Justice Programme and progress achieved so far. Due to a technical issue, the Lead Member for Social Justice and Equality, Councillor Jacky Alty, could not be heard and her remarks introducing the report and work on the programme was read out on her behalf.

Cabinet commended the Cabinet Member and Lead Member for their work on developing the programme and work on this important area.

In response to a query about making sure new developments can accommodate all needs, examples were given about involving communities from the beginning and designing projects in an inclusive way.

The end date of the action around unadopted streets was raised and clarification provided that the date was to encourage and support residents to take the necessary steps to ensure streets are adopted.

Decision made

That the report be noted.

Reasons for recommendations

To recognise the Council's commitment to social justice through the delivery of the Corporate Strategy.

Other options considered and rejected

No other options were considered or rejected as the report was for information.

59 Low Carbon Skills Funding, Public Sector Decarbonisation Scheme and Air Quality Grant

The Deputy Leader and Cabinet Member (Health and Wellbeing) presented a report of the Director of Communities providing an update to the latest air quality and decarbonisation grant bids.

The report also requested grant approval for the Council to make the necessary contributions towards grant funding, should it be successful with the grant bids, namely;

Grant	Total Grant (excluding contribution)	Council Contribution
Air Quality	£254,270	£28,241
Public Sector Decarbonisation Scheme, Phase 3	£3,568,200	£203,000

A query was raised as to whether there would be a charge for the Cycle Hub hire and confirmation was provided that their use would be free of charge.

The timescales involved in the grants was discussed and it was anticipated that decision would be made in January. Appropriate arrangements to ensure we meet the grant conditions would be put in place.

A member of the public requested further information on the use of ANPR data and would put his questions in writing so that a response can be provided.

Decision made

1. That should the Council be successful in its phase 3 Public Sector Decarbonisation Scheme (PSDS) grant application, approval is granted to provide a contribution of £300,000, comprising the required 'like for like' fossil fuel replacement contribution of £203,000 and a contingency of £97,000.
2. To note that should the Council be successful in its 2021 Air Quality grant application a match funding contribution of £28,241 will be required of which £11,995 will be existing budgeted officer time and £16,246 from the existing Climate Emergency & Air Quality Budget.

Reasons for decision

In September 2021, Full Council approved the submission of a PSDS, phase 3 grant application, including a capital contribution of up to £500,000; the exact sum to be approved by the Cabinet member for Health and Wellbeing.

At the same September meeting it was also agreed that the Council would submit an application as part of the DEFRA Air Quality Grant Scheme. Following final release of the scheme it was found that the scheme had been divided into two lots. The grant application submitted covered works under 'Lot 1' and are largely capital works. These required a contribution of 10% of the total grant application.

Other options considered and rejected

The alternative option would have been not to agree to contribute the required sums. This would result in the grant bids not being accepted, no decarbonisation works being undertaken to the 'Big 6' buildings and no air quality improvements being undertaken. It was also likely to jeopardise any future grant application bids.

60 Revenue and Capital Budget Monitoring

The Cabinet Member (Finance, Property and Assets) presented a report of the Director of Finance and S151 Officer with two elements as follows:

1. 2021/22 Corporate Revenue Budget Monitoring Report and Reserves – position as at 30 September 2021; and
2. 2021/22 Corporate Capital Programme and Balance Sheet Monitoring Report – position as at 30 September 2021.

The Cabinet considered the recommendations made by the Scrutiny Budget and Performance Panel meeting held on Monday, 15 November 2021 which were as follows:

The Scrutiny Budget and Performance Panel:

1. Thanks the Cabinet Member for Finance, Property and Assets and Director of Finance for their report and answering questions;
2. asks that consideration be given to the housing benefit surplus of £149,000 being used to improve the speed of processing housing benefits claims;
3. looks forward to an update on the recruitment of apprentices and reducing the £44,000 underspend; and
4. expresses its gratitude to the Cabinet Member and staff for the site visit to Worden Hall held on 12 November 2021.

The Cabinet Member reported that the Council had received the offer of external funding of £50,000 towards the Vernon Carus Sports Club Project if the Council would provide a further £25,000 of match funding in addition to that already committed by the Council. An additional recommendation was therefore proposed to increase the capital programme for this project by £75,000, with £50,000 being externally funded and £25,000 from the Council's own funds.

The Leader updated that the Shared Services Joint Committee had agreed a new staffing structure that would improve the timescales involved in processing housing benefits claims.

Decision made

That the Cabinet:

- a) With regard to the 2021/22 Corporate Revenue Budget Monitoring Report and Reserves – position as at 30 September 2021:
 1. Notes the forecast position for revenue and reserves as at 30th September 2021;
 2. Notes note the virements to the revenue budget made during the period, as detailed in **Appendix 2** of the report.
- b) With regard to the 2021/22 Corporate Capital Programme and Balance Sheet Monitoring Report – position as at 30 September 2021:
 1. Approves the revised capital programme as attached at **Appendix A** which includes approved amendments to the programme, as detailed at point 11 of this report, since the last Capital Monitoring report was approved by Cabinet in September;

2. Notes the variations to the programme, (which are detailed, by scheme, at **Appendix B** and referenced within the body of the report);
 3. Notes the position in the Balance Sheet Monitoring section of the report in respect of cash, investment and loan balances, and debtors as at 30th September 2021.
 4. Approves an increase in the capital programme for the Vernon Carus Sports Club project of £75,000, with £50,000 externally funded and the remaining £25,000 from the Council's own funds.
- c) Approves the recommendations of the Scrutiny Budget and Performance Panel.

Reasons for decision

Based on the position as at 30th September 2021, there was a forecast underspend against the budget for 2021/22 of £274k as detailed in Appendix 1.

The Council's Medium-Term Financial Strategy reported that working balances were to be maintained at a minimum of £4.0m due to the financial risks facing the Council. The forecast level of general fund balances as at 31st March 2022 is £4.415m.

The decision ensures the Council's budgetary targets are achieved and that the Council's Capital Programme is monitored effectively.

Alternative options considered and rejected

None, for the reasons given above.

61 West Paddock Extra Care - Procurement Strategy

The Cabinet Member (Finance, Property and Assets) presented a report of the Director of Commercial providing an overview on the main contractor procurement strategy for the 'Extra Care Scheme' at West Paddock.

In response to a query about the reference to locally created wealth as part of the Extra Care Scheme, clarification was provided that this could be a community café or hair salon owned and run on a co-operative basis.

Reassurance was provided that external funding already allocated would be used to fully fund the project, but only available once planning permission has been granted and procurement taken place.

Decision made

1. To approve a 2-stage tender process.
2. To approve the tendering of the scheme to appoint a contractor at RIBA stage 3.

3. To approve the use of the Northwest Construction Hub Framework, with an evaluation weighting of 70% quality (includes 20% Social Value) and 30% cost as stipulated by the Northwest Construction Hub.
4. To approve the use of the NEC4 Engineering and Construction form of contract to appoint a Contractor.
5. To delegate the award of a contract for stage 1 and stage 2 to the Cabinet Member (Finance Property and Assets).

Reasons for decision

Following review of the various procurement options available and the current market conditions being experienced within the construction sector, this decision provides the project with assurance that the proposed procurement strategy will look to ensure that the project provides value for money, can be delivered on time and importantly within budget.

Alternative options considered and rejected

As part of developing the procurement strategy a number of procurement options available for this project were reviewed.

The various procurement options available reflect fundamental differences in the allocation of risk and responsibility between the Employer, Contractor and Consultants. The procurement methods applicable to the circumstances of this project could broadly be classified under four headings:

- Traditional
- Design and Build
- Management Contracting
- Construction Management

The Pros and Cons of each procurement method were outlined in Table 1 of the report.

62 Refurbishment of The Holme Playground, Bamber Bridge

The Cabinet Member (Finance, Property and Assets) presented a report of the Director of Customer and Digital to bring the refurbishment project for the playground at The Holme Playing Field, Bamber Bridge before members and to seek permission to award the contract to the preferred contractor identified by the procurement processes.

Following an enquiry by a Member about the cost of the project in the capital programme and whether the funding had come from a section 106 and what development it might relate to, a written response would be provided outside the meeting.

Decision made

That Cabinet awards the contract for the works to Bidder 1 in Table 1, Appendix A to the report.

Reasons for decision

The current capital programme includes a number of play areas identified for improvement. The Holme Playing Field Playground has funds allocated in this financial year and bids have been invited on a design and build basis.

Other options considered and rejected

The options of doing nothing and leaving the site in its current condition or carrying out partial refurbishment works were rejected as the site is now over 20 years old and in need of full refurbishment to provide quality facilities that meet modern standards for design and accessibility.

63 Exclusion of Press and Public

Decision made

That the press and public be excluded from this meeting on the grounds of the likely disclosure of information under paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972.

64 Joint Insurance Procurement

The Cabinet Member (Finance, Property and Assets) presented a report of the Deputy Chief Executive following member approval to undertake a joint procurement exercise with Chorley Council for the renewal of the insurance covers in place at both Councils under existing Long Term Agreements (LTAs).

The report explained that the procurement exercise had now been undertaken, provided a summary of the detailed tender evaluation results and sought agreement to proceed to award based on the outcome.

Decision made

1. To agree the appointment of the insurance companies identified for the respective classes of insurance from the 1 January 2022.
2. To approve the further expenditure to obtain the Motor Trade and Terrorism policies, this will be in the region of £8-£10k.

Reasons for decision

A comprehensive and fair evaluation of the price and quality aspect of all received bids was undertaken, clarification sought where appropriate and the findings provided like for like cover based on existing policies.

It was essential that the Council had quality, cost effective insurance cover in place beyond 31 December 2021 when the current LTA's lapse.

Alternative options considered and rejected

This exercise involved the use of a procurement framework. Approval had been sought to undertake this approach over a more traditional tendering method in order to ensure that the Council had quality, cost effective insurance cover in place by 1 January 2022.

Chair

Date