

Property and Assets		
Criteria	Yes/ No/ NA	Evidence
Must have		
Sharing the function will allow the councils to continue to deliver their sovereign priorities	Y	Both councils have a similar range of property and assets and face similar challenges including expanding responsibilities with the opening of new sites such as the extra care facilities.
A single, shared model is possible for this function	Y	There is an opportunity to shared specialist skills and experience across the function as part of a single operating mode. There are opportunities to standardise and align business processes and systems such as Property Management software. The South Ribble function currently includes the facilities team, whereas the similar Civics services at Chorley sits within the Governance service and is aligned to mayoral functions.
There is a common need across both councils for this function/area.	Y	Both councils have a range of property and assets which need to be managed including main operational sites and those that are rented to others.
Opportunities for sharing		
Temporary, or informal, sharing arrangements already exist	Y	There are some temporary and informal sharing arrangements in the teams around leisure.
Capacity within the service can be reviewed to improve service resilience or produce financial savings	Y	There are currently market challenges which impact on the resilience of the service. Sharing the service could provide a larger team with greater flexibility to provide capacity across the councils. The exception to this is within the Facilities team (and Civics function which sits within Governance at Chorley) where specific on-site capacity is required with limited flexibility for sharing.
There is the potential for improved staff recruitment or retention	Y	There are current market challenges which impact on the ability of the councils to recruit and retain professionals within the function. Sharing would provide an opportunity to develop resilience for the function by offering a greater range of roles and the ability to transfer skills and experience across the councils.

There are opportunities to align systems or processes to create a more efficient or effective service	Y	There is the opportunity to review and standardise processes across the service, with the opportunity to align Property Management Software.

Business Support/ Economic Growth		
Criteria	Yes/ No/ NA	Evidence
Must have		
Sharing the function will allow the councils to continue to deliver their sovereign priorities	Y	A new shared strategic revision for economic growth is being set out across the Chorley and South Ribble partnership. There are similar priorities and challenges for both councils in terms of the effect of the pandemic, cost of living increase and business/ work demographics.
A single, shared model is possible for this function	Y	A single shared model is possible for the function. There are currently no specific line of business applications or set processes which would hinder opportunities for sharing. There are similar structures in place across the current teams and a similar economic and business context. The South Ribble function currently covers apprenticeships and skills support, and also supports the Community Wealth Building project which is managed through the Transformation and Partnerships service.
There is a common need across both councils for this function/area.	Y	Both councils currently have a business development/ economic growth team and a strong local economy is a key priority for both councils as part of their corporate strategies.
Opportunities for sharing		
Temporary, or informal, sharing arrangements already exist	N	There are no temporary or informal sharing arrangements.

Capacity within the service can be reviewed to improve service resilience or produce financial savings	Y	<p>There are currently 2 vacancies within the teams which provides an opportunity to review the service capacity in line with the priorities for the function.</p> <p>Both teams are relatively small with the opportunity to provide increased resilience and capacity through a larger shared team.</p> <p>Managers currently report directly to the Director with no heads of service. Additional management capacity could support the delivery of the service and reduce number of direct line reports to the director.</p>
There is the potential for improved staff recruitment or retention	Y	There are currently a range of roles within the service but a larger team could offer more opportunities for career progression and development.
There are opportunities to align systems or processes to create a more efficient or effective service	Y	<p>There is the opportunity to align work including business support and the delivery of the proposed economic strategies to reduce duplication and create efficiencies for the service.</p> <p>Both services have a strong track record of supporting local business growth and it is expected that this could grow and develop as part of a shared service.</p>

Public Protection/ Environmental Health		
Criteria	Yes/ No/ NA	Evidence
Must have		
Sharing the function will allow the councils to continue to deliver their sovereign priorities	Y	Both councils have similar priorities in relation to Environmental Health and Public Protection including statutory duties and additional functions such as climate change. Both boroughs have similar challenges in terms of air quality and the impact of COVID-19 on the service.

A single, shared model is possible for this function	Y	There are opportunities to align many aspects of the service to a single operating model and share knowledge and experience across the councils.
There is a common need across both councils for this function/area.	Y	Both councils require a public protection/ environmental health function. Chorley has ambitions to develop an in-house pest control service as is currently in place at South Ribble.
Opportunities for sharing		
Temporary, or informal, sharing arrangements already exist	Y	Proposals are currently in place for a shared pest control service which will introduce an in-house service at Chorley Council. There are also temporary arrangements currently in place for a shared environmental health manager. The functions currently plan to work closely together in certain areas, for example a joint case study and awareness campaign to be carried out in 2022 in relation to Air Quality Particulate Matter and Monitoring.
Capacity within the service can be reviewed to improve service resilience or produce financial savings	Y	<p>There might be some areas within the service where borough specific knowledge has been developed or where it is difficult for officers to cover the geographical area across both boroughs for visits. This might potentially limit some of the opportunity to share capacity and develop service resilience.</p> <p>Despite this, there are opportunities to align the services to provide additional resilience and capacity as there are currently some vacant posts within the function.</p> <p>Both councils are high performing, meeting the Food Standards Agency targets for food interventions, adapting to the challenges of the COVID-19 pandemic and expanding their remit to include a greater focus on the councils' climate change priorities.</p>
There is the potential for improved staff recruitment or retention	Y	There are national difficulties with recruiting Environmental Health Officers and a need to 'grow our own'. There is already a student EHO position in place at Chorley and over time one area for sharing may initially be in creating training and succession opportunities working together as well as with other councils across Lancashire through Environmental Health Lancashire.
There are opportunities to align systems or processes to create a more efficient or effective service	Y	There is an opportunity to review processes in relation to statutory services to ensure that they are efficient and effective.

Spatial Planning/ Planning Policy		
Criteria	Yes/ No/ NA	Evidence
Must have		
Sharing the function will allow the councils to continue to deliver their sovereign priorities	Y	Both councils have similar priorities in relation to planning policy and have the Local Plan for Chorley, South Ribble and Preston. There could be some challenges for the sovereign councils if any conflict emerged e.g. in relation to housing numbers, and this would need to be managed through the Shared Services Agreement and service management.
A single, shared model is possible for this function	Y	The spatial planning/ planning policy teams are currently not shared but work closely together as part of the Local Plan for Chorley, South Ribble and Preston and carry out similar work. The services are slightly different in scope which should be considered in relation to a shared service. At Chorley the teams also includes functions around climate change with the Climate Change Programme Officer and specific Open Space Strategy officers.
There is a common need across both councils for this function/area.	Y	Both councils require a spatial planning/ planning policy function to ensure a strategic approach to planning policy and support the development of the Local Plan.
Opportunities for sharing		
Temporary, or informal, sharing arrangements already exist	N	There are not any current sharing arrangements in place but the teams work closely together on the Local Plan.
Capacity within the service can be reviewed to improve service resilience or produce financial savings	Y	There is the opportunity to review capacity in the service, although the structure and management capacity differs across the councils. There is currently a separate Service Lead for Spatial Planning in post at Chorley Council, whereas planning policy sits within the wider Planning service at South Ribble.

There is the potential for improved staff recruitment or retention	Y	Recruiting to planning policy officer posts is a challenge, as has been seen in the Central Lancashire Local Plan team. As with Environmental Health, through the council's People Strategy, there may be opportunities to create training and succession planning opportunities jointly.
There are opportunities to align systems or processes to create a more efficient or effective service	Y	There is the opportunity to review best practice across the organisations and align processes within the scope of the Local Plan.