

9 May 2008

Dear Councillor

COUNCIL - TUESDAY, 13TH MAY 2008

I am now able to enclose, for consideration at the above meeting of the Council, the following reports that were unavailable when the agenda was printed.

Agenda No Item

9. **Review of Political Composition and Appointment of Executive Cabinet, Committees and Other Bodies 2008/09 (Pages 91 - 104)**

- (a) Review of Executive Responsibilities (Report of Chief Executive enclosed)
- (b) To appoint the Executive Leader and other Members of the Executive Cabinet for the ensuing Municipal Year.
- (c) To appoint the Lead Members for the ensuing Municipal Year
- (d) To appoint the Members of the various Committees, Sub-Committees and other bodies in accordance with the political balance rules and their Chairs and Vice-Chairs for the ensuing Municipal Year.
- (e) To note the Shadow Executive Portfolio Holders.

(Schedule of nominations enclosed)

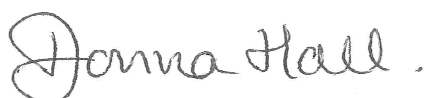
10. **Appointments to Outside Bodies 2008/09 (Pages 105 - 108)**

To appoint representatives on outside bodies, including the appointment of substitute members where appropriate for the ensuing Municipal Year. (Schedule enclosed)

13. **Chorley Annual Report (Best Value Performance Plan) (Pages 109 - 122)**

Report of Assistant Chief Executive (Policy and Performance) (enclosed)

Yours sincerely



Donna Hall
Chief Executive

Gordon Bankes
Democratic Services Officer
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Distribution

1. Agenda and reports to all Members of the Council for attendance.

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823 کیجئے:

| Report of | Meeting | Date |
|-----------------|----------------|-------------|
| Chief Executive | Annual Council | 13 May 2008 |

EXECUTIVE FUNCTIONS WHICH MAY BE DISCHARGED BY THE EXECUTIVE AND INDIVIDUAL EXECUTIVE MEMBERS

PURPOSE OF REPORT

1. To inform the Council of the proposed revisions to the composition of the Executive Cabinet and the areas of responsibility for the Executive Members and Lead Members and seek approval to the appropriate amendments to the Council's Constitution.

RECOMMENDATION(S)

2. The Council is recommended to note the changes to the composition of the Executive Cabinet and the areas of responsibility for the Executive Members and Lead Members and give approval to the amendment of the Council Constitution as set out in the appendix to this report .

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

| | | | |
|--|--|---|---|
| Put Chorley at the heart of regional economic development in the Central Lancashire sub-region | | Develop local solutions to climate change. | |
| Improving equality of opportunity and life chances | | Develop the Character and feel of Chorley as a good place to live | |
| Involving people in their communities | | Ensure Chorley Borough Council is a performing organisation | 4 |

BACKGROUND

4. Following the changes made to the Council's senior management structure around three customer groupings, it is now proposed that the areas of responsibility for the Executive Members be re-aligned to the services under each Directorate and that the composition of the Executive Cabinet should comprise of the Executive Leader and five other Executive Members, who would be responsible for the following portfolios:

- **Business**
 - Economic development
 - Planning
 - Building Control
 - Strategic Housing

- Housing Client
- Regeneration

- **People**
 - Customer Services
 - Sport, Leisure and culture
 - Astley Hall
 - Parks and Open Spaces
 - Community centres

- **Neighbourhoods**
 - Neighbourhood management
 - Street cleansing and streetscene
 - Waste
 - Community Safety

- **Corporate Policy and Performance (Deputy Leader)**
 - Equality and Diversity
 - Corporate Performance Management
 - Policy
 - CPA
 - Overview of Partnerships

- **Resources**
 - Finance
 - Human Resources
 - Corporate Governance
 - ICT
 - Procurement
 - Property client
 - Use of Resources
 - Service Transformation

5. It is also proposed that the areas of responsibility for the Lead Members be as follows:

- Licensing
- Health and Older People
- Development Control

DONNA HALL
 CHIEF EXECUTIVE

There are no background papers to this report.

| Report Author | Ext | Date | Doc ID |
|---------------|------|-------------|------------------|
| Donna Hall | 5104 | 13 May 2008 | CGOVREP/0205AC01 |

SCHEME OF DELEGATIONS FOR EXECUTIVE FUNCTIONS

The Executive Cabinet may exercise any Executive function.

A Portfolio holder may take any Executive decision which relates to his or her Portfolio.

The Executive Leader may take any decision which an individual Portfolio holder could take where the relevant Portfolio holder is unable or unwilling to take that decision.

The Executive Leader may alter the allocation of responsibilities within any Portfolio.

Chief Officers may take any Executive decision which relates to the services under their control except where the relevant Portfolio holder has instructed them not to make such a decision.

Chief Officers may nominate other Officers to take decisions which they have the power to take

PRINCIPLES OF DECISION MAKING

All decisions must be made in accordance with the provisions of this Constitution and any policies of the Council.

The following principles shall be observed by decision makers exercising Executive functions:

- Key decisions should normally be made by the Cabinet as a whole.
- Decisions which significantly affect more than one Portfolio should normally be made by the Cabinet as a whole.
- Decisions of an operational or managerial nature should normally be made by Chief Officers.
- Decisions of a strategic nature should normally be made by Members.

No decision shall be open to legal challenge on the basis that these principles have been breached.

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PROPOSED MEMBERSHIP OF EXECUTIVE CABINET, COMMITTEES, SUB-COMMITTEES AND OTHER BODIES 2008/09

Executive Cabinet

(6)

Councillors

P. Goldsworthy
Executive Leader
P. Case
Executive Member (Policy & Performance and Deputy Leader)
P. Malpas
Executive Member (Business)
J. Walker
Executive Member (People)
E. Bell
Executive Member (Neighbourhoods)
A. Cullens
Executive Member (Resources)

Lead Members

(3)

Councillors

G. Morgan
Development Control
I. Smith
Licensing
R. Russell
Health & Older People

STANDING COMMITTEES/PANELS

Audit Committee*
6 (C 4/L 2/LD 0/IND 0)
Councillors

Conservative

A. Cain
M. Devaney
K. Iddon
G Russell

Labour

A Gee (Chair)
L Lennox (Vice-Chair)

Liberal Democrat

-

Independent

-

Development Control Committee
17 (C 10/L 6/LD 1/IND 0)
Councillors

Conservative

G. Morgan (Chair)
G. Russell (Vice-Chair)
H. Counce H. Heaton
K. Iddon David Dickinson
M. Muncaster S. Smith
A. Cain S. Moulton

Labour

J Berry
A Bradley
T Brown
R Lees
A Lowe
J Molyneaux

Liberal Democrat

K Ball

Independent

-

***Membership to exclude members of
Executive Cabinet and Chairs of
O & S Ctte/relevant Task and Finish Groups**

Licensing and Public Safety Committee
17 (C 10/L 5/LD 1/IND 1)
Councillors

Conservative

I. Smith (Chair)
E. Smith (Vice-Chair)
J. Boothman P. Haughton
M. Cullens D. Platt
Doreen Dickinson K. Iddon
David Dickinson J. Walker

Labour

A Gee
C Hoyle
H Khan
M Lowe
T McGowan

Liberal Democrat

S Walsh

Independent

R Snape

Overview & Scrutiny Committee*
12 (C 7/L 3/LD 1/IND 1)
Councillors

Conservative

A. Cain (Vice-Chair)
H. Heaton
M. Gray K. Joyce
R. Russell M. Perks
M. Devaney

Labour

D Edgerley (Chair)
A Lowe
P Wilson

Liberal Democrat

N Ball

Independent

J Snape

***The Chairs of the Task and Finish Groups must
be Members of O&S Cttee
Chair to be Opposition Member and Vice-Chair
from the Ruling Group**

Chorley Partnership Board (Local Strategic Partnership)
6 Chorley Council Representatives/
4 Lancashire County Council Representatives

Chair

Lincoln Shields

County Councillors

E Forshaw
A Whittaker
D Yates
M Perks

Conservative (5)

P. Goldsworthy
P. Case
P. Malpas
A. Cullens
E. Bell

Labour (1)

D Edgerley

Lancashire Local Committee for Chorley
7 Chorley Council representatives/
7 County Council Representatives
(C 4/L 2/LD 1/IND 0)

Councillors

Conservative

P. Goldsworthy
E. Bell
M. Devaney
K. Joyce

Labour

H Khan
T Brown

Liberal Democrat

K Ball

AD HOC COMMITTEES AND WORKING GROUPS

Appointments Panel
6 (C 4/L 1/LD 1/IND 0)

Councillors

Conservative

P. Goldsworthy (Chair)
P. Case
J. Walker
Relevant Portfolio Holder

Labour

D Edgerley

Liberal Democrat

K Ball

Independent

-

Chief Executives Performance
Review Panel
5 (C 3/L 2/LD 0/IND 0)

Councillors

Conservative

P. Goldsworthy (Chair)
P. Case
J. Walker

Labour

D Edgerley
A Lowe

Liberal Democrat

-

Independent

-

Human Resources (Appeals) Committee
4 (C 3/L 1/LD 0/IND 0)

Councillors

Conservative

J. Walker (Chair)
A. Cain
M. Muncaster

Labour

M Lowe

Liberal Democrat

-

Independent

-

Local Development Framework Working Group
12 (C 8/L 4/LD 0/IND 0)

Councillors

Conservative *

P. Goldsworthy (Chair)
P. Malpas (Vice- Chair)
G. Morgan H. Caunce
G. Russell A. Cain
H. Heaton M Muncaster

* Should include Executive Member (Business) and Chair & Vice Chair of DC Committee

Labour

A Bradley
T Brown
L Lennox
A Lowe

Liberal Democrat

-

Independent

-

Members Support Working Group
6 (C 3/L 2/LD 1/IND 0)

Councillor

Conservative *

J. Walker (Chair)

M. Muncaster
D. Platt

* Should include Executive Member (People)

Labour

A Gee (Vice Chair)
J Molyneaux

Liberal Democrat

N Ball

Independent

-

General Purposes Committee
17 (C 10/L 5/LD 1/IND 1)

Councillors

Conservative

P. Goldsworthy (Chair)
P. Case (Vice-Chair)
J. Boothman R. Russell
S. Moulton P. Malpas
A. Cullens J. Walker
M. Cullens
M. Gray

Labour

D Edgerley
A Gee
H Khan
A Lowe
M Lowe

Liberal Democrat

K Ball

Independent

R Snape

COMMITTEES WHICH ARE NOT SUBJECT TO THE POLITICAL BALANCE RULES

Standards Committee
5 (C 3/L 1/LD 1/IND 0)

(plus three non-Councillors and three Parish Councillors)

Councillors

Conservative

K. Iddon (Vice-Chair)
J. Boothman
D. Platt

Labour

T McGowan

Liberal Democrat

S Walsh

Parish Council Member

Mrs Joan Geddes
(vacancy)
(vacancy)

Non-Council Members

Mr R A Ellwood (Chair)
Rev Dr J Cree
(vacancy)

Licensing Sub-Committees (3) and (5)

Councillors

Chair or Vice-Chair of Licensing and Public Safety Committee
plus 4 other Members from the Licensing and Public Safety Committee to be nominated and
Chair or Vice-Chair of Licensing and Public Safety Committee
plus 2 other Members and 1 reserve from the Licensing and Public Safety Committee to be nominated.

(Please note a rotational membership from Licensing & Public Safety Committee will be established for the year)

LIAISON BODIES (NOT SUBJECT TO POLITICAL BALANCE RULES)

Equalities Forum
6 (C 4/L 2/LD 0/IND 0)

Councillor

Conservative *
David Dickinson (Vice-Chair)
P. Case
R. Russell
I. Smith

* Should include Executive Member
(Policy & Performance)

Labour
H. Khan (Chair)
T Brown

Liberal Democrat
-

Independent
-

Licensing Liaison Panel
2 (C 2/L 0/LD 0/IND 0)

Councillors

Conservative
I. Smith (Chair)
E. Smith

Labour
-

Liberal Democrat
-

Independent
-

Town Centre Workshop
6 (C 3/L 2/LD 1/IND 0)

Councillors

Conservative
M. Gray (Chair)
P. Houghton
P. Malpas

Labour
J Berry
M Lowe

Liberal Democrat
S Walsh

Independent
-

SHADOW PORTFOLIO MEMBERS

| <u>PORTFOLIO</u> | <u>NAME</u> |
|--------------------------------------|--------------------|
| Shadow Leader | D Edgerley |
| Customer Access | J Berry |
| Resources | A Bradley |
| Development Control | T Brown |
| Member Support | A Gee |
| Leisure | C Hoyle |
| Equalities | H Khan |
| Strategic Housing | L Lennox |
| Contracts and Procurement | R Lees |
| Streetscene and Neighbourhoods | A Lowe |
| Town Centre and Economic Development | M Lowe |
| Licensing | T McGowan |
| Community Safety | J Molyneaux |
| Policy and Performance | P Wilson |

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PROPOSED APPOINTMENTS TO OUTSIDE BODIES
MAY 2008 to MAY 2009

| NAME OF BODY | NO OF REPS | REPRESENTATIVES | EXPIRY DATE |
|--|------------|---|-------------|
| Adlington Community Association | 2 | Councillor J Molyneux and Mr Adam Unsworth (Conservative Nominee) | 19 May 2009 |
| Chorley Lifestyle Centre (formerly Age Concern) | 2 | Councillors M Gray and C Hoyle | 19 May 2009 |
| Brindle Village Hall Management Committee | 1 | Councillor David Dickinson | 19 May 2009 |
| Chorley and District Neighbourhood Watch Association | 1 | Executive Member for Neighbourhoods (Councillor E Bell) | 19 May 2009 |
| Chorley and District Sports Forum | 2 | Executive Member for People (Councillor J Walker) and Councillor M. Perks | 19 May 2009 |
| Chorley and South Ribble Citizens Advice Bureau Management Committee | 1 | Councillor P Haughton | 19 May 2009 |
| Chorley and South Ribble Council for Voluntary Service | 1 | Councillor Doreen Dickinson | 19 May 2009 |
| Chorley and South Ribble Crossroads Care Scheme (Trustees) | 1 | Councillor J Boothman | 19 May 2009 |
| Chorley and South Ribble Disability Forum | 1 | Councillor David Dickinson | 19 May 2009 |
| Chorley and South Ribble MIND | 1 | Councillor Doreen Dickinson | 19 May 2009 |
| Chorley and South Ribble Shopmobility | 1 | Councillor M Gray | 19 May 2009 |
| Chorley Churches Together | 1 | Councillor M Gray | 19 May 2009 |
| Chorley Community Housing Board | 4 | Councillors A Cain, Edgerley, M Gray and L Lennox | 19 May 2009 |
| Chorley Crime and Disorder Reduction Partnership Community Safety Partnership – (CDRP) | 4 | Executive Member for Neighbourhoods (Councillor E Bell) and Councillors J Molyneux, A Cullens and M Perks | 19 May 2009 |

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(UPDATED May 2008)

| NAME OF BODY | NO OF REPS | REPRESENTATIVES | EXPIRY DATE |
|--|------------|--|----------------------------------|
| Chorley Consolidated Charity and Chorley Relief Fund | 3 | Councillor A Gee (Appointed May 2005) Councillor M Gray (Appointed May 2005) Councillor M Cullens (Appointed May 2006) (NB Appointments are for a 5 year period and cannot be changed mid-period) | May 2010 May 2010 May 2011 |
| Chorley Domestic Violence Forum | 2 | Councillors M Cullens and I Smith | 19 May 2009 |
| Chorley Women's Centre | 1 | Councillors Doreen Dickinson | 19 May 2009 |
| Clayton-le-Woods Community Centre Management Committee | 1 | Councillor M Cullens | 19 May 2009 |
| Cuerden Valley Trust | 1 | Councillor M Muncaster | 19 May 2009 |
| Eccleston Maintained Youth Centre Management Committee | 2 | Councillor H Caunce and Councillor K Joyce | 19 May 2009 |
| Groundwork Trust Wigan and Chorley | 1 | Councillor E Bell | 19 May 2009 |
| Heapey and Wheelton Village Hall Committee | 2 | Councillors I Smith and S Smith | 19 May 2009 |
| Heskin Village Hall Management Committee | 1 | Councillor E Smith | 19 May 2009 |
| Hoghton Village Hall Management Committee | 1 | Councillor David Dickinson | 19 May 2009 |
| Home-Start Chorley and South Ribble | 1 | Councillor J Boothman | 19 May 2009 |
| Lancashire County Council Adult Social Care and Health Overview and Scrutiny Committee (Co-opted member) | 1 | Councillor R Russell (Substitute Members - Councillors G Russell and A Gee) | 19 May 2009 |
| Lancashire Economic Partnership Forum | 1 | Executive Leader (Councillor P Goldsworthy) | 19 May 2009 |
| Lancashire Neighbourhood Watch Forum | 1 | Councillor E Bell | 19 May 2009 |
| Lancashire Police Authority Community Meeting | 6 | Councillors A Cain, E Bell, J Molyneux, A Cullens, David Dickinson and M Muncaster | 19 May 2009 |
| Lancashire Police Authority Partnerships Forum | 1 | Councillor David Dickinson | 19 May 2009 |

AF33
(UPDATED May 2008)

| NAME OF BODY | NO OF REPS | REPRESENTATIVES | EXPIRY DATE |
|---|------------|---|-------------|
| Lancashire Shared Services Contact Centre Partnership | 1 | Councillor J Walker | 19 May 2009 |
| Lancashire Teaching Hospitals NHS Trust - Governing Council | 1 | Councillor I Smith | 19 May 2009 |
| Lancashire Valuation and Community Charge Tribunal | 1 | Mr Jon Davies, 3 Gillcroft, Ecclestone, Chorley PR7 5SE (Labour nominee) | March 2009 |
| Lancashire Waste Management Strategy Group | 1 | Executive Member for Neighbourhoods (Councillor E Bell) | 19 May 2009 |
| Local Development Framework Joint Advisory Committee | 3 | Executive Member for Business (Councillor P Malpas), Councillors G Morgan and T Brown (Substitute Members Councillors P Goldsworthy, L Lennox and G Russell) | 19 May 2009 |
| Local Government Association General Assembly | 2 | Executive Leader (Councillor P Goldsworthy) and Deputy Leader of Council (Councillor P Case) | 19 May 2009 |
| Local Government Association New Towns Special Interest Group | 2 | Executive Leader and Deputy Leader of Council | 19 May 2009 |
| Local Government Association Rural Commission | 2 | Executive Leader and Deputy Leader of Council | 19 May 2009 |
| Local Government Association Urban Commission | 2 | Executive Leader and Deputy Leader of Council | 19 May 2009 |
| Local Government Association Lancashire Branch | 3 | Executive Leader, Deputy Leader of Council and Leader of the Opposition (Councillor D Edgerley) | 19 May 2009 |
| Mawdesley Millennium Trust | 1 | Councillor K Iddon | 19 May 2009 |
| Mawdesley Village Hall Management Committee | 1 | Councillor K Joyce | 19 May 2009 |
| North Western Local Authorities' Employers Organisation | 1 | Executive Member for Resources (Councillor A Cullens) (An employee of: (i) an organisation represented on the Trade Union Side of the Joint Council; or (ii) a local or Joint Authority and whose conditions of employment are within the scope of the Joint Council shall not be appointed as an Employers' representative (or substitute representative) on the Employers' Organisation. (Rule 5(d)) | 19 May 2009 |

AF33
(UPDATED May 2008)

| NAME OF BODY | NO OF REPS | REPRESENTATIVES | EXPIRY DATE |
|--|------------|--|-------------|
| North West Regional Assembly (subject to discussion on the future of the Assembly) | 1 | Executive Leader | 19 May 2009 |
| Lancashire and Blackpool Tourist Board | 1 | Councillor S Smith | 19 May 2009 |
| Preston and Western Lancashire Racial Equality Council | 1 | Councillor H Khan | 19 May 2009 |
| Rivington Heritage Trust | 1 | Councillor P Case | 19 May 2009 |
| Rivington and Brinscall Advisory Group | 3 | Councillor M Gray plus the Council's Representatives on West Pennine Moors Area Management Committee (Councillors Mrs P Case & P Wilson) | 19 May 2009 |
| Runshaw College Community Liaison Group | 4 | Councillors G Russell (Chair), A Cain (Vice Chair) and D Gee. Mr Kevin Hodges, 103 Princess Way, Euxton, PR6 7PX (Conservative Nominee) | 19 May 2009 |
| St John Ambulance Association | 1 | His Worship the Mayor | 19 May 2009 |
| The North West of England and the Isle of Man Reserved Forces and Cadets Association | 1 | Councillor T McGowan | March 2009 |
| West Pennine Moors Area Management Committee | 2 | Councillors P Case & P Wilson | 19 May 2009 |



| Report of | Meeting | Date |
|---|---------|---------------------------|
| Assistant Chief Executive (Policy & Performance) (Introduced by the Executive Member for Policy and Performance) | Council | 24 th May 2008 |

Chorley's Annual Report 2007/08

PURPOSE OF REPORT

To present a draft version of the Annual Report (Best Value Performance Plan) 2007/08.

RECOMMENDATION(S)

That the draft format be approved and agreement given that final approval be delegated to the Executive Leader to sign-off the document by 30th June statutory deadline for publication.

EXECUTIVE SUMMARY OF REPORT

The council has produced an Annual Report for the last two years and in doing so has fulfilled the requirement to produce a Best Value Performance Plan (BVPP) by 30th June deadline. Following the enactment of Local Government and Public Involvement in Health Bill, this is the last year we will need to publish a BVPP by the end of June deadline and include within it a range of prescriptive information. However, the intention will be to continue to produce an Annual Report thereafter as it represents an important opportunity to communicate with our customers and stakeholders about our performance and our future plans. The Annual Report is also a key element of our Use of Resources assessment.

The report below outlines the suggested content and format of this years Annual Report. The headline sections to be included in the report are:

Message from the leader and Chief Executive

Our Vision, Priorities and Strategic Objectives

Big issues for the Borough

The Council’s Environmental Footprint

How we have performed for you in 2007/08 and what we have planned for 2008/09

REASONS FOR RECOMMENDATION(S)

To ensure that we are able to produce and publish the Annual Report by the 30th of June 2008 (the statutory date for publication).

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

None

CORPORATE PRIORITIES

This report relates to the following Strategic Objectives:

| | | | |
|--|---|---|---|
| Put Chorley at the heart of regional economic development in the Central Lancashire sub-region | ✓ | Develop local solutions to climate change. | ✓ |
| Improving equality of opportunity and life chances | ✓ | Develop the Character and feel of Chorley as a good place to live | ✓ |
| Involving people in their communities | ✓ | Ensure Chorley Borough Council is a performing organization | ✓ |

BACKGROUND

Until recently, all councils had to produce a Best Value Performance Plan (BVPP) by 30th June each year, to meet the requirements of the Best Value regime.

The 2007 Local Government and Public Involvement in Health Bill introduced a new set of National Indicators to replace BVPIs and removed the requirement for all English Best Value authorities (apart from police authorities) to produce BVPPs with effect from 1 April 2008. However, in order to ensure that Local authorities report their BVPI outturn performance for the preceding year a short term one-off measure has been introduced by the Department for Communities and Local Government to retain the requirement for Best Value authorities to compile a BVPP for a further year and by the end of June 2008

While some local authorities produce BVPPs merely to meet government requirements, Chorley has re-branded the Best Value Performance Plan as an Annual Report and uses it

as a key mechanism for communicating messages about our performance, our vision and our plans for the future to external audiences, such as the public or key stakeholders. The Annual Report is also an important mechanism for meeting some of the requirements of the Use of Resources assessment and played a key part in our submission last year. In order to retain our score of 4 for Use of Resources the annual report will need to meet a number of key requirements.

As in the previous year the intention is to also use this years Annual Report as an opportunity to communicate some of our key successes and to reflect the progress the Borough has made to date. The report will also set out some of the key challenges and opportunities facing the Council.

We will continue to produce an Annual Report in future years using the new freedoms and flexibilities given to us by the lifting of statutory requirements. This will ensure that the document better meets the needs of our customers and stakeholders and is truly effective as possible as a means of communication.

Format and contents

Work has commenced in developing the content of the Annual Report and a proposed format is set out below with the work in progress document attached for approval. However, given that there is no Council meeting in June it will not be possible to bring any final changes before council prior to the publication deadline, hence the request to adopt the same approach as that taken last year to secure delegated responsibility to the Executive Leader to approve the final draft.

The proposed format for this year's Annual Report is set out below:

Look and feel:

A short succinct document with a chatty, conversational style, with an emphasis placed on what we are doing to improve the Borough for our customers and communities. A move away from focusing on the Corporate Strategy, which has been well communicated in previously years and is available on the website. Numerous pictures of partners and residents around Chorley.

Message from the leader and Chief Executive

Sets out the context for the report and the tone which the report will take. This will be an opportunity for the leader and chief executive to highlight any key messages and draw attention to the Council's key successes.

Our Vision, Priorities and Strategic Objectives.

This part of the report will set out how the Council’s priorities reflect the priorities of local people and of our Local Strategic Partnership.

Big Issues for the Borough

This part of the report will set out some of the key challenges and opportunities we will face over the coming twelve months. This will allow us to meet the requirement to report in an open and balanced way and ensure that residents and stakeholders are well informed.

The Council’s Environmental Footprint

Setting out the Council’s environmental impact, along with details of what we have done, and what we have planned, to reduce this. This is a requirement of Use of Resources, and also ties in well with the inclusion of climate change as a long-term outcome in the Corporate Strategy.

How we have performed for you in 2007/08 and what we have planned for 2008/09

Setting out our key achievements last year and highlighted some of the exciting projects we have planned for 2008/09.

| | |
|---|--|
| Looking Back Our Achievements in 2007/08 | Looking Ahead Our Plans for 2008/09 |
|---|--|

Performance Indicator Information (Corporate Strategy and Best Value Performance Information).

A table setting our performance against the suite of best value performance indicators, detailing where we have hit target and where our performance is improving compared to last year.

Your views

The purpose of this section is to encourage feedback from the public. This will give people a range of options to enable them to respond to the plan and get involved with the council.

IMPLICATIONS OF REPORT

This report has implications in the following areas and the relevant Corporate Directors' comments are included:

| | | | |
|-----------------|--|--|---|
| Finance | | Customer Services | |
| Human Resources | | Equality and Diversity | |
| Legal | | No significant implications in this area | ✓ |

There are no background papers to this report.

| Report Author | Ext | Date | Doc ID |
|----------------------|------------|--------------------------|---------------|
| Sarah Dobson | 5325 | 8 th May 2008 | *** |

Draft Annual Report 2007/08- 2008/09

Message from the Leader and Chief Executive.

Welcome to Chorley's Annual Report for 2007/08. We hope that you find this a useful summary of what has been achieved, where Chorley is heading and the big issues facing the borough in the future.

2007/08 was a great year for the borough. We saw dramatically improved levels of satisfaction with a wide range of Council services, were recognised as a Beacon Council for the first time and were one of the top Council's nationally in terms of providing value for money. As a Council, we had the lowest Council tax rise across the whole of Lancashire; this follows a year with no rise at all.

All of this was achieved while continuing to deliver high quality effective services and punching above our weight in terms of economic development, civic pride and customer services excellence.

2008/09 will be an important year for the Council, as we will be reassessed by the Audit Commission for the first time in four years. This is an important opportunity for the Council to be recognised for the enormous progress we have made with our partners and to learn where we can improve further.

We will make sure we communicate the result of this inspection, and what it will mean for us as a Council, our partners and, most importantly, our customers and community.

We are keen to hear your views, if you would like to comment on anything in this Annual Report, or anything else about the Council, our plans and the services we deliver, please complete the tear off report on the back of this report.

If you provide contact details we will respond to you, we will respond to other enquiries through the Council's Newspaper, Borough News, published three times a year.

Our Vision, Priorities and Strategic Objectives.

Over recent years we engaged in an ongoing conversation with you about what really matters. This has informed the Council's vision:

“The Council’s ambition is for Chorley to become one of the most attractive, caring and vibrant places in the North West in which to live, to work, to invest and visit. People can expect safe, clean, sustainable neighbourhoods with equal access to first class, co-ordinated public services which meet their diverse needs. They can expect high quality local job and training opportunities, a decent home and to be valued and respected by all. They will be able to have their say and influence local services in their areas and to insist on good value for public money. The character of our friendly, contemporary market town will be enhanced whilst ensuring Chorley plays a pivotal role in economic development.

Members of the Cabinet have set out how this translates into Strategic Objectives that underpin what we are committed to delivering over the next three years.

Cllr Peter Goldsworthy

Lead member for developing the character and feel of Chorley and ensuring that Chorley Borough Council is a performing organisation.

‘I strongly believe the Council is here to deliver fantastic, good value services while listening to what the residents of Chorley are telling us, continuing to make Chorley an attractive, vibrant and caring place.

To do this effectively the Council has to be a well performing organisation which can evidence that improvements are happening and that residents are satisfied with the way we are running things.

Evidence, such as dramatic falls in levels of crime across the borough and the Council being awarded Beacon Status, shows that we are doing fantastically well, but are by no means complacent about how hard we will have to work in the future. The Council is working hard to reduce crime and the fear of crime, to ensure that Chorley is a clean and attractive place and to tackle issues which affect our communities such as affordable housing. That is what we are about delivering the things you feel are important and doing it well. ’

Cllr Peter Malpas

Lead member for regional economic development and tackling climate change.

'I am passionate about ensuring that we make the best of the opportunities to develop a vibrant local economy. We have ambitious plans in place to develop the town centre and ensure that it is a thriving heart for the borough. We will make the most of opportunities to attract inward investment, to bring in good quality job opportunities and drive up average earnings across the Borough. We are committed to tackling the challenge of climate change and our impact on the environment locally to ensure that we make the most of the resources we have available while preserving what we have for future generations.'

Cllr Pat Case

Lead member for improving equality of opportunity and life chances.

'We are working hard to ensure that everybody in Chorley has the same opportunity to prosper and achieve. We will work with people living in deprived areas and those who are rurally isolated to tackle the issues they face on a day-to-day basis. We will also work with our partners to ensure that all young people get the best possible start in life providing even more opportunities for them to get active and making sure schools are healthy and happy places.'

Cllr J Walker

Lead member for involving people in their communities.

'Chorley Council is working hard to improve the accessibility of our services. I believe that by working with our partners we can ensure that people accessing public services find this to be a seamless, pleasant experience. We are also working to ensure that our customers and communities are able to participate in the decision making process and influence the Council's agenda'

The Big Issues Facing the Borough.

In last year's Annual Report, we set out some of the key challenges facing the Council. These included job evaluation, delivering high quality, value for money services and providing affordable housing in the borough.

While some of these challenges are ongoing issues, which we will continue to face head on, there are new and emerging challenges which we must also face. We are honest about the big issues facing the Council, some of the difficult decisions we will have to make and how this may impact upon our residents and the services we provide. This is because we believe that if we give our customers and residents the information they need they will be able to feed into and influence the way in which we approach and deal with these challenges as we are ever conscious that we are working on your behalf and so must be accountable to you, our customers and communities.

Economic Uncertainty

The issues around economic stability and the 'credit crunch' which impact on us all as individuals will also have an impact on the borough's economy and the Council must be clear about how it will deal with and plan for any downturn in the economy. We are working hard to tackle issues of housing supply and affordability, our response must plan for the impact of any downturn in the housing market. Our ambitious plans for the borough's economy, particularly the development of a thriving town centre and regeneration projects must be achievable in a climate of economic uncertainty, to ensure that Chorley continues to prosper.

Delivering the Neighbourhoods agenda.

The Council has recognised that the different neighbourhoods across the borough have differing needs and aspirations. We are developing a new way of working which will allow us be more flexible in our approach to neighbourhoods, enabling residents and communities to shape the services we and our partners deliver for them.

Delivering personalised services

The Council has been at the forefront nationally of initiatives seeking to improve the customer experience and tailor our service to individual needs. This was

recognised in the award of Beacon Status. We are now in a position where we need to ask serious questions about whether we can resource services which are tailored to meet individual needs. This will involve engaging in dialogue with our key partners and our customers about what it is most important and how we resource this on an ongoing basis.

The unknown cost of concessionary travel

Concessionary travel is for people aged over 60 and those with disabilities, allowing free/discounted travel on public transport. This is a nationally agreed, demand led, service therefore it is difficult to predict and plan for its true cost. This may have an impact on the Council's budget. This is important as we work as efficiently as we can delivering low cost, high value services, and budgeting for the unknown can have a real impact on the Council's overall financial standing and can make budgeting in the medium and long term very difficult.

The Council's Environmental Footprint

The Council is keen to lead the community and its partners in reducing the impact of climate change and CO2 emissions on the borough as a whole. We have started by looking at our own environmental impact and have set out below the Council's own environmental footprint.

Here we will outline any changes since last year and steps taken to reduce our environmental footprint.

How we have performed for you in 2007/08 and what we have planned for 2008/09 Examples outlined below of the areas we will cover

| Looking Back | Looking Ahead |
|---|---|
| Our Achievements in 2007/08 | Our Plans for 2008/09 |
| <p data-bbox="225 454 794 492">Chorley Council- Your Beacon</p> <p data-bbox="225 539 794 920">For the first time, Chorley Council was awarded Beacon Status in 2007 for the category 'Transforming Services, Citizen Engagement and Empowerment'. This scheme is all about sharing best practice in local government and means that Chorley has been recognised as a national leader in delivering great services for our customers.</p> | <p data-bbox="801 454 1356 492">Circle of Need</p> <p data-bbox="801 539 1356 1010">The Council intends to build on its record of excellent in customer services by pioneering a groundbreaking project which looks at identifying and meeting all of the needs a customer may have when accessing one of our services. This will mean working much more effectively with partners to ensure that customers receive a seamless service regardless of the point at which they choose to access public services.</p> |
| <p data-bbox="225 1113 794 1151">Weeks of Action</p> <p data-bbox="225 1193 794 1664">The Council has been delivering a new way of working in neighbourhoods called Weeks of Action. The Weeks of Action see the Council work with various other bodies to clean up and improve unsightly areas. Weeks of action also see an increase in levels of enforcement action with a crackdown on anti-social behaviour, car tax and those other anti social practices which can have a real impact on our communities.</p> | <p data-bbox="801 1113 1356 1151">Neighbourhood Working</p> <p data-bbox="801 1193 1356 1440">The Council will introduce a whole new way of delivering services on a neighbourhood basis which will change the way we work and see real engagement with, and improvement for, the communities we serve.</p> <p data-bbox="801 1485 1356 1865">Neighbourhood working is all about local people and organisations, such as the Council and the police, working together to plan front line services such as street cleaning, grass cutting and planting, housing and community safety. It gives local people key roles and powers to influence decisions and target resources on the issues that matter most.</p> |

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| <p>Locality Plan</p> <p>The Locality Plan was one of the results of our work last year to improve the way in which two tier (district and county) councils work together to deliver services for our communities. The plan sets out clearly and understandably what the district and county council are committed to delivering both individually and together. There are plans to further build upon the success of this project in 2008/09 and beyond.</p> | <p>Chorley Smile Civic Pride campaign</p> <p>Chorley Council was the first in Lancashire to launch a civic pride campaign. This is all about getting people involved in improving their neighbourhoods, developing a real sense of pride about the borough and the neighbourhoods where we live. We have ambitious plans to take this successful and well-received initiative even further in 2008/09, including the Chorley Smile Awards. This will see people in the community recognised and rewarded for the contribution they make to improving life in Chorley.</p> |
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Performance Indicator Information (Corporate Strategy and Best Value Performance Information).

An overall summary of how well we have performed will be set out here. Along with the tables showing our outturn performance for each BVPI. Example attached

BVPI Performance Information for 2007/08

| Corporate Health | | | | | | | | | |
|---|------------------|--------------------|-------------------|--------------------|----------------------------------|----------------------|-----------------------------|---------------|---------|
| | Polarity | 2006/07 Outturn | 2007/08 Target | 2007/08 Outturn | Performance Against Target | Performance Trend | All Eng Best Quartile | All Eng Av | Comment |
| BV002a The level the Council has achieved against the national Equality standard for Local Government | Bigger is better | 1 | 2 | 1 | ☺ | ☹ | NA | NA | |
| BV002b The score against a checklist of best practice in delivering the duty to promote race equality (expressed as a percentage) | Bigger is better | 89% | 89% | 100% | ☹ | ☹ | 79 | 63 | |
| BV008 % Invoices received by the Council paid within 30 days | Bigger is better | 84.42% | 96.71% | 96.50% | ☹ | ☺ | 96.71% | 92.05 | |

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