

22 January 2009

Dear Councillor

**COUNCIL - TUESDAY, 27TH JANUARY 2009**

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

**Agenda No    Item**

7.    **Overview and Scrutiny Committee and Task and Finish Groups (Pages 39 - 40)**

A report of the meeting of the Overview and Scrutiny Committee held on 19 January 2009 is enclosed.

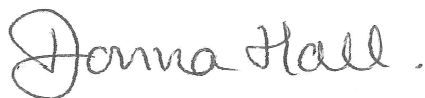
8.    **Audit Committee (Pages 41 - 44)**

To consider a general report of the meeting of the Committee held on 15 January 2009 (enclosed).

10.   **Calendar of Meetings 2009 - 2010 (Pages 45 - 46)**

To consider the calendar of meetings for May 2009 to May 2010 (enclosed).

Yours sincerely



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Chief Executive

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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  
کیجئے: 01257 515823

## **REPORT OF OVERVIEW AND SCRUTINY COMMITTEE**

### **General Report**

1. This report summarises the work of the Overview and Scrutiny Committee meeting held on 19 January 2009.

### **Items from Executive Cabinet on 8 January 2009**

2. We considered a number of reports, including the Treasury Management Strategy, the draft Revenue Budget for 2009/10 and the draft Capital Programme for 2008/2009.
3. We made several recommendations to the Executive Cabinet on the three reports, which will be considered at their meeting on 12 February.

### Treasury Management Strategy

4. We discussed the current turmoil in the markets, the balance between risk and return from the Council's investments and alternative options to the using just banks for cash deposits.
5. The Executive Member (Resources) and Assistant Chief Executive (Business Transformation) answered several queries from Members on the strategy and advice given by the Council's treasury management advisors. It was acknowledged that lessons had been learned from recent unprecedented events and in taking the strategy forward, recommendations have been made relating to sovereign ratings, negative watch ratings and the use of a DMAF account.

### Draft Revenue Budget for 2009/10

6. The Assistant Chief Executive (Business Transformation) reported that there has been significant movement in the base budgets, due to rising costs and decreasing incomes. In previous years the Council has achieved a balanced budget, but this would not be the case this year, but this was being done to protect front line services and the deficit of £250,000 would be funded from monies previously saved and held for this purpose.
7. Members discussed the factors affecting the budget and requested clarification on a number of issues, including parking enforcement, planning enforcement, the core funding grant and the Local Strategic Partnership. We noted that a report on VAT and car park charges would be produced for the Council meeting.
8. A report on the Corporate and Democratic core was tabled. We agreed to note the report and requested that the Value For Money review of support services be presented to our first meeting in the new municipal year.

Draft Capital Programme for 2008/2009

9. We considered the report highlighting slippage and budget changes to the Capital Programme. We discussed the impact on town centre redevelopment, the railway station at Buckshaw Village and sports pitches with the Executive Member (Resources) and Assistant Chief Executive (Business Transformation).

**Monitoring of Inquiry Recommendations - Absence Management**

10. We received a report updating the Committee on the actions taken following the recommendations made to Executive Cabinet in May 2008. The recommendations had been implemented, with the exception of one, which was in relation to having an out of office response for individuals absent from work, although plans were now in place for its implementation.
11. Members queried the impact of the recommendations and it was noted that following the reporting of long and short term sickness separately a trend within short term sickness had been highlighted. The absence management policy would be revised to manage this.

**Update from Task and Finish Groups**

12. The Joint Scrutiny of Affordable Housing with South Ribble and Preston task and finish group would be meeting on Wednesday to consider a report on land availability to build affordable houses. The production of the final report would also be considered.
13. The Chorley Partnership task group was scheduled to interview the Chair of the Chorley Partnership the following evening. A report on alcohol related harm in Chorley would also be considered.
14. The Housing Allocations Policy task and finish group had met once and would be meeting again on 5 February to complete their feedback before the end of the consultation period.

**Recommendation**

15. The Council is recommended to note this report.

COUNCILLOR DENNIS EDGERLEY  
Chair of Overview and Scrutiny Committee

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There are no background papers to this report.

## **REPORT OF AUDIT COMMITTEE**

### **GENERAL REPORT**

1. This report summarises briefly the principal elements of the items discussed at the meeting of the Audit Committee held on 15 January 2009.

#### **Working in Synergy on Shared Services**

2. The Assistant Chief Executive (Business Transformation) gave a short presentation to update the Committee on the implementation of the innovative partnership venture with South Ribble Council to share financial services.
3. The Committee was informed that the legal agreement between the two authorities to define and regulate the venture has been completed, the transition has been effected and work programmes are well in hand.
4. The new arrangements set up a framework for financial services under which (i) shared financial and management accountancy, exchequer and procurement services will be hosted by Chorley Council as the employing authority and (ii) shared assurance services (including internal audit, risk management, business continuity and insurance services) will be hosted by South Ribble Council as the employing authority. Two senior posts to manage the separate Financial and Assurance Services elements have been created and the majority of posts have been filled. A Joint Committee, comprising two Members from each Authority, has been established with responsibility to monitor the effective delivery of the initiative and to make any appropriate recommendations on governance and performance management issues to the respective authorities. The principal costs of the new service will be shared equally between the two Councils.
5. We were pleased to learn that the joint venture has been established successfully and are optimistic that the partnership project will, ultimately deliver efficiency savings and continuous service improvements, including a common IT platform and more effective procurement procedures.

#### **Data Quality, 2008**

6. We welcomed Tony Hough (Audit Manager) and David Brown from the Audit Commission who presented the external auditors' findings from their work in measuring the Council's data quality arrangements in 2007/08.
7. The Audit Commission's three stage approach to the service of data quality (i.e. through an assessment of Corporate Management arrangements; an analytical review of BVPI and non-BVPI data; and data quality spot checks) had focused on the Council's actions to address previously identified weaknesses and recommendations.
8. The Commission has found that, overall, the Council's corporate arrangements for data quality have been consistently above minimum requirements and that the Council has strengthened its arrangements in respect of each of the review themes.

The Commission's analytical service work has identified that the performance indicator values reviewed have fallen within expected ranges and have been substantiated by evidence. The Commission's spot checks of performance indicator statistics in relation to the processing of new claims and changes in the circumstances of claimants for Housing and Council Tax Benefits has resulted in an action plan being agreed to address two administrative issues arising from the review.

9. The Policy, Performance and Business Improvement Manager highlighted the need for the Council to ensure that the data on which performance assessments are based is accurate and up-to-date and that performance management policies and procedures are as robust as possible. The Internal Audit Manager also referred to the new performance management systems being introduced to question and verify submitted data and to identify the relevant factors to be taken into account in the interpretation of the data.

### **Use of Resources**

#### **(a) Use of Resources, 2008**

10. The Committee received and considered the Audit Commission's final report on its assessment of the Council's use of resources in 2007/08.
11. The Commission's assessment represents the last under the Comprehensive Performance Assessment (CPA), as the assessment of resources in 2008/09 will form part of the new Comprehensive Area Assessment (CAA) regime. The review aimed to evaluate the effectiveness of the strategic financial management and reporting systems, and the soundness of its governance arrangements, with the assessment centring on five key lines of enquiry (i.e. financial reporting, financial management, financial standing, internal control and value for money).
12. For the second year running, the Council has achieved an overall maximum score of 4 for its use of resources, having performed strongly in terms of internal control and value for money, and consistently above minimum requirements on the other themes. The Committee congratulated the Assistant Chief Executive (Business Transformation), his Directorate and other staff across the Authority in maintaining the excellent score.

#### **(b) Use of Resources, 2009**

13. Tony Hough (Audit Manager with the Audit Commission) gave a presentation on the changes to be introduced for the 2009 evaluation of the Council's use of resources.
14. From 2008/09, the Auditor's assessment will be based on new key lines of enquiry and will form part of the new performance assessment framework for local government and its partners, known as Comprehensive Area Assessment (CAA).

15. Future assessments will be structured around the following three themes:
- Managing finances (sound and strategic financial management);
  - Governing the business (strategic commissioning and good governance);
  - Managing resources (effective management of natural resources, assets and people).
- These new key lines of enquiry within the above themes reflect better the needs of the CAA regime and incorporate a number of improvements, including a clearer focus on value for money achievements, a greater emphasis on commissioning of services; outcomes for local people; and partnership working.
16. Not all of the key lines of enquiry on the Managing resources theme will be assessed each year. The Commission will specify each year in its annual work programme and fees document which key lines of enquiry will be assessed in that year. In 2008/09, District Council's workforce planning arrangements will be assessed.
17. Under the new arrangements, Authorities will be categorised under one of the following three levels:
- Level 2 = Performs adequately (Authorities that meet a statutory, acceptable performance);
  - Level 3 = Performs well (Authorities that perform consistently above minimum levels, are forward thinking and proactive and work well with partners);
  - Level 4 = Performs excellently (Authorities that perform well above minimum levels and demonstrate innovation, best practice and strong outcomes for the community).
18. We recognised the challenges that the new assessment regime will present, but are optimistic that the robust performance management and governance arrangements already in place will ensure that the Council fares well under the new system.

#### **Internal Audit Activities 2008/09**

19. The Assistant Chief Executive (Business Transformation) presented a report on the work undertaken by the Internal Audit Section up to mid December 2008 as part of the Annual Internal Audit Plan and indicating the work yet to be completed.
20. The newly appointed Head of Shared Assurance Services reported that work on the Plan had slipped as a result of the Section's contribution to the work required by the transition to the new shared financial service arrangement. The Section has, however, assisted the Audit Commission in its Use of Resources assessment and has undertaken work with Directorates on the maintenance of asset registers and a review of the authority's e-claims system.
21. The Officers are confident that, despite the recent additional pressures on the Section, the 2008/09 Audit Plan is now firmly on course to be achieved.

**Recommendation**

22. The Council is recommended to note this report.

COUNCILLOR ANTHONY GEE  
Chair of Audit Committee

There are no background papers to this report.

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Council  
 Executive Cabinet  
 Overview & Scrutiny Committee  
 Audit Committee  
 Development Control Committee  
 Licensing & Public Safety Committee  
 Standards Committee  
 Standards Sub-Committee  
 Borough/Parish Council Liaison  
 Chorley Partnership Board  
 Chorley Partnership Executive

All Party Leaders Liaison Meeting  
 Informal Cabinet Briefing  
 Conservative Group Meeting  
 Conservative Group Policy Meeting  
 Labour Group Meeting  
 Local Development Framework Working Group  
 Member Support Working Group  
 Member Learning  
 Equality Forum  
 Lancashire Local Chorley Committee  
 Rivington & Brinscall Local Advisory Group

# DRAFT

## CHORLEY BOROUGH COUNCIL

### CALENDAR OF MEETINGS FROM MAY 2009 TO MAY 2010

(at this stage the calendar does not include Equality Forum or political group meetings)

|     | MAY               | JUNE  | JULY | AUGUST          | SEPTEMBER | OCTOBER | NOVEMBER          | DECEMBER   | JANUARY        | FEBRUARY           | MARCH    | APRIL          | MAY                     |
|-----|-------------------|-------|------|-----------------|-----------|---------|-------------------|------------|----------------|--------------------|----------|----------------|-------------------------|
| MON | 1                 |       |      |                 |           |         |                   |            |                | 1 ML               |          |                |                         |
| TUE | 2                 |       |      | 1 O&S           |           |         |                   | 1 Council  |                | 2                  |          |                |                         |
| WED | 3                 |       | 1    | 2 LSC           |           |         |                   | 2 L/LSC    |                | 3 LLCC             |          |                |                         |
| THU | 4 Elections       |       | 2    | 3 EC            |           |         |                   | 3 EC       |                | 4                  | 1 ST     |                |                         |
| FRI | 5                 |       | 3    | 4               | 4         |         |                   | 4          | 1 Bank Holiday | 5                  |          | 2 Bank Holiday |                         |
| SAT | 6                 |       | 4    | 5               | 5         |         |                   | 5          | 2              | 6                  |          | 3              | 1                       |
| SUN | 7                 |       | 5    | 6               | 6         |         |                   | 6          | 3              | 7                  |          | 4              | 2                       |
| MON | 8 Bank Holiday    |       | 6    | 3 MSWG/ICB      | 7 ML      | 5 ML    | 2 ICB             | 7          | 4              | 8 ICB              | 8        | 5 Bank Holiday | 3 Bank Holiday          |
| TUE | 9                 |       | 7    | 4               | 8         |         | 3 Special Council | 8 DC       | 5              | 9 CPE/DC           | 9 DC     | 6              | 4                       |
| WED | 10                | L/LSC | 8    | 5 LSC           | 9 STS     |         | 4 LSC/LLCC        | 9 LLCC     | 6 LSC          | 10 LSC             | 10 L/LSC | 7              | 5                       |
| THU | 11                |       | 9    | 6               | 10        |         | 5 LDF             | 10 ST      | 7 EC           | 11                 | 11 LDF   | 8              | 6 Council Elections     |
| FRI | 12                |       | 10   | 7               | 11        |         | 6                 | 11         | 8              | 12                 | 12       | 9              | 7                       |
| SAT | 13                |       | 11   | 8               | 12        |         | 7                 | 12         | 9              | 13                 | 13       | 10             | 8                       |
| SUN | 14                |       | 12   | 9               | 13        |         | 8                 | 13         | 10             | 14                 | 14       | 11             | 9                       |
| MON | 15 MSWG/ICB       |       | 13   | 10 O&S          | 14        | 12      | 9 O&S             | 14 MSWG    | 11 ML          | 15 O&S/MSWG        | 15 ICB   | 12             | 10                      |
| TUE | 16                |       | 14   | 11              | 15 DC     | 13 DC   | 10 DC             | 15 CPE/LDF | 12 DC          | 16                 |          | 13 Council     | 11                      |
| WED | 17 Annual Council |       | 15   | 12              | 16        | 14      | 11                | 16 R&B     | 13             | 17 CPB             | 17 R&B   | 14             | 12 New Member Induction |
| THU | 18                | R&B   | 16   | 13 EC           | 17        | 15      | 12 EC             | 17 ICB     | 14 Audit       | 18 EC              | 18 Audit | 15 CPE         | 13                      |
| FRI | 19                | ST    | 17   | 14              | 18        | 16      | 13                | 18         | 15             | 19                 | 19       | 16             | 14                      |
| SAT | 20                |       | 18   | 15              | 19        | 17      | 14                | 19         | 16             | 20                 | 20       | 17             | 15                      |
| SUN | 21                |       | 19   | 16              | 20        | 18      | 15                | 20         | 17             | 21                 | 21       | 18             | 16                      |
| MON | 22                | ICB   | 20   | 17              | 21        | 19      | 16                | 21         | 18 O&S         | 22                 | 22 O&S   | 19             | 17                      |
| TUE | 23                |       | 21   | 18              | 22        | 20      | 17                | 22         | 19             | 23                 |          | 20 DC          | 18 Annual Council       |
| WED | 24                |       | 22   | 19              | 23        | 21      | 18                | 23         | 20 PCL         | 24 STS             | 24 LLCC  | 21 LSC         | 19                      |
| THU | 25 O&S            |       | 23   | 20              | 24        | 22      | 19                | 24         | 21             | 25 Special Council | 25 EC    | 22             | 20                      |
| FRI | 26                |       | 24   | 21              | 25        | 23      | 20                | 25         | 22             | 26                 | 26       | 23             | 21                      |
| SAT | 27                |       | 25   | 22              | 26        | 24      | 21                | 26         | 23             | 27                 | 27       | 24             | 22                      |
| SUN | 28                |       | 26   | 23              | 27        | 25      | 22                | 27         | 24             | 28                 | 28       | 25             | 23                      |
| MON | 29 Bank Holiday   |       | 27   | 24              | 28        | 26      | 23                | 28         | 25             | 29                 | 29       | 26             | 24                      |
| TUE | 30 DC             |       | 28   | 25              | 29        | 27      | 24                | 29         | 26             | 30                 | 30       | 27             | 25 DC                   |
| WED | 31 LDF            |       | 29   | 26              | 30        | 28      | 25                | 30         | 27             | 31                 | 31       | 28             | 26                      |
| THU |                   |       | 30   | 27              |           | 29      | 26                |            | 28             |                    |          | 29             | 27                      |
| FRI |                   |       | 31   | 28              |           | 30      | 27                |            | 29             |                    |          | 30             | 28                      |
| SAT |                   |       |      | 29              |           | 31      | 28                |            | 30             |                    |          |                | 29                      |
| SUN |                   |       |      | 30              |           |         | 29                |            | 31             |                    |          |                | 30                      |
| MON |                   |       |      | 31 Bank Holiday |           |         | 30 O&S            |            |                |                    |          |                | 31 Bank Holiday         |
| TUE |                   |       |      |                 |           |         |                   |            |                |                    |          |                |                         |
| WED |                   |       |      |                 |           |         |                   |            |                |                    |          |                |                         |

Summer Term 2009  
 Mid term closure Monday 25 May - Friday 29 May 2009 (inclusive). Closure after school on Tuesday 21 July 2009  
 Autumn School Term 2009 - Re-open on Thursday 3 September 2009  
 Mid term closure Monday 26 October - Friday, 30 October 2009 (inclusive)  
 Closure after school on Friday 18 December 2009  
 (Local Government Association Annual Conference - 1 to 3 July 2009 )

Spring School Term - Re-open on Monday 4 January 2010  
 Mid term closure Monday 15 Feb - Friday 19 Feb 2010 (inclusive). Closure after school on Thursday, 1 April 2010.

Summer School term 2010 - Re-open on Monday 19 April 2010  
 Day closure Monday 3 May 2010.  
 Mid term closure Monday 31 May - Friday 4 June 2010 inclusive.  
 Closure after school on Friday 23 July 2010

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