
Chief Executive's Office

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Date: 6 September 2006

Chief Executive: Donna Hall

Chorley
Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Dear Councillor

ENVIRONMENT AND COMMUNITY OVERVIEW AND SCRUTINY PANEL - THURSDAY, 14TH SEPTEMBER 2006

You are invited to attend a meeting of the Environment and Community Overview and Scrutiny Panel to be held in the Committee Room, Town Hall, Chorley on Thursday, 14th September 2006 commencing at 6.30 am.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

Members of the Committee are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the room and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 2)**

To confirm as a correct record the minutes of the meeting of the Environment and Community Overview and Scrutiny Panel held on 20 July 2006 (enclosed)

4. **Neighbourhood Working - Inquiry (Pages 3 - 14)**

To consider the method of progressing the inquiry into Neighbourhood Working.

The Director of Streetscene, Neighbourhoods and Environment will report on an initiative to commission advice and support for the scrutiny inquiry (paper enclosed)

For Members information the inquiry scoping document is also enclosed, which was approved at the last meeting.

As agreed at the last meeting the newly appointed Director of Policy and Performance is invited to the meeting.

Continued....

5. **Overview and Scrutiny Work Programme for 2006/07 (Pages 15 - 16)**

A copy of the Overview and Scrutiny Work Programme for the ensuing Municipal Year with items relating to this Panel is enclosed

6. **Any other item(s) that the Chair decides is/are urgent**

Yours sincerely



Chief Executive

Distribution

1. Agenda and reports to all Members of the Environment Overview and Scrutiny Panel (Councillor Alan Cullens (Chair) and Councillors Peter Baker, Kenneth Ball, Alan Cain, Michael Davies, Doreen Dickinson, Anthony Gee, Daniel Gee, Keith Iddon, Roy Lees, Miss Margaret Iddon, Adrian Lowe, Marion Lowe, Michael Muncaster, Rosemary Russell, Shaun Smith and Edward Smith) for attendance.
2. Agenda and reports to Colin Campbell (Executive Director - Environment and Community), Lesley-Ann Fenton (Director of Policy and Performance), John Lechmere (Director of Streetscene, Neighbourhoods and Environment) and Gordon Bankes (Democratic Services Officer) for attendance.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

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:

Environment and Community Overview and Scrutiny Panel

Thursday, 20 July 2006

Present: Councillor Alan Cullens (Chair) and Councillors Peter Baker, Kenneth Ball, Doreen Dickinson, Daniel Gee, Keith Iddon, Adrian Lowe, Marion Lowe, Michael Muncaster and Rosemary Russell

06.ECS.23 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Alan Cain, Anthony Gee, Michael Davies, Miss Margaret Iddon, Roy Lees, Edward Smith and Shaun Smith.

06.ECS.24 DECLARATIONS OF ANY INTERESTS

No Members declared any interests in relation to matters under consideration at the meeting.

06.ECS.25 MINUTES

RESOLVED – That the Minutes of the meeting of the Environment Overview and Scrutiny Panel held on 8 June 2006 be confirmed as a correct record and signed by the Chair.

06.ECS.26 OVERVIEW AND SCRUTINY WORK PROGRAMME 2006/07

The Panel received the Overview and Scrutiny Work Programme for the 2006/07 Municipal Year and discussed the items relating to the Environment and Community Overview and Scrutiny Panel.

06.ECS.27 NEIGHBOURHOOD WORKING - INQUIRY

The Overview and Scrutiny Committee at its meeting held on 27 June 2006 requested this Panel to undertake an inquiry into 'Neighbourhood Working'. The Committee requested that the Panel complete the necessary Scrutiny Inquiry Project Outline document for this first priority inquiry.

The Panel received a draft Inquiry Project Outline for the inquiry and the following was agreed:

Objectives

1. To identify the area Neighbourhoods.
2. To what extent do Directorate plan services on a Neighbourhood basis and develop recommendations for future development of localised services.
3. To identify the relevant issues relating to neighbourhood working.
4. To compare best practices for other districts and elsewhere.
5. To identify relevant areas relating to funding budgets and capacity.
6. The ability to deliver.

Desired Outcomes

1. To generate services and activities appropriate for neighbourhood delivery.
2. Recommendations for selection criteria to identify suitable neighbourhoods.

3. To explore the potential options in the Government's White Paper to be published in November 2006.
4. To deliver recommendations which complement neighbourhood and engagement strategy.
5. To explore the possibility of a priority pilot neighbourhood action plan and service delivery to be manageable.

Terms of Reference

1. To conduct an investigation into improvements into neighbourhood working in Chorley.
2. To report the inquiry's findings and recommendations initially to the Overview and Scrutiny Committee.
3. To explore best practice elsewhere from both inside and outside Chorley.

Key Issues

1. In relation to the Corporate Strategy a project to prepare on neighbourhood management and engagement strategy.
2. Work to build on the recommendations of the Area Forums.
3. Improve customer feedback and services.

Risks

1. Raising expectations beyond capacity to deliver.
2. Differential services for the Council.
3. Implication on resources.

RESOLVED – 1) That the draft Project Outline for the Neighbourhood Working Scrutiny Inquiry be approved.

2) That to enable the Inquiry to progress, Members of the Panel be put into Sub-Groups at the next meeting on 14 September 2006.

3) That the newly appointed Director of Policy and Performance be invited to the next meeting of the Panel on 14 September 2006.

Chair

**Chorley Borough Council
Scrutiny Panel Inquiry into Neighbourhood Working**

Schedule of Services

Introduction

1. Chorley Borough Council ["the Council"] wish to appoint an experienced consultant to guide and advise a scrutiny panel inquiry by the Council into neighbourhood management. The expected tasks and outputs ["the services"] are listed later in this brief.
2. You are invited to submit a proposal for the provision of the services.

Quotations must be sent in a sealed plain envelope, clearly marked "QUOTATION FOR NEIGHBOURHOOD MANAGEMENT ADVICE SERVICES" in large bold print, by registered post, recorded delivery service or delivered by hand to the Corporate Procurement Officer, Chorley Council, Gillibrand Street, Chorley, Lancashire PR7 2EL. The envelope must not bear any name or mark indicating the identity of the sender.

Quotations must be received by no later than 17.00 hrs on Monday 25 September 2006.

No Quotation will be considered if it is received after the date and time specified, unless the Council at its sole discretion, extends the closing date and time specified in writing.

The Client

3. The client is the Director of Streetscene, Neighbourhoods and Environment of the Council.

Policy Context

4. Attached here are key policy documents of the Council.
 1. Chorley's Community Strategy
 2. The Council's Corporate Strategy
 3. The Council's Performance Agreement
 4. Draft Overview and Scrutiny Inquiry Project Outline
 5. The Council's Overview and Scrutiny Toolkit

Description of Chorley

5.
 - 5.1 Chorley Borough is located in northwest of England, approximately 25 miles from Manchester and close to Blackburn, Bolton, Wigan and Preston. In the east of the borough are sparsely populated upland areas forming part of the West Pennine Moors. The more central part is more built up with the principal town of Chorley and smaller townships of Adlington and Coppull. To the north and west of Chorley town are the settlements of Clayton-le-Woods, Whittle-le-Woods and Euxton that have expanded considerably through suburban development since the 1960's. The Borough extends to about 205 km².
 - 5.2 The total population of Chorley in 2001 was 100, 449 and is predicted to rise to 110,000 by 2016.
 - 5.3 Chorley Borough is one of the least deprived boroughs in Lancashire. Nationwide, the Borough is ranked 172 out of 354 districts, 1 being the most deprived.

However, there are pockets of deprivation within the Borough. Super Output Areas (SOAs) are part of the new geography introduced in 2004. Each lower layer SOA consists of 1,000 to 2,000 residents and they nest within current ward boundaries. The Index of Multiple

deprivation 2004 indicates that 8 lower layer SOAs in the Borough fall within the 20% most deprived nationally. They are located in Chorley Town, mainly in the central, south- western and eastern parts, and Clayton Brook/Green. Chorley's Community Strategy 2005-2025 has a priority to reduce pockets of inequality in the Borough, with one aim being that there are no SOAs in the 20% most deprived nationally.

If you wish to access more information about the Borough it is available via our website at <http://www.chorley.gov.uk/section.asp?cat=12720&doc=10917>

Scrutiny Panel Inquiry Objectives

6. The Council's objectives in considering neighbourhood management are:

1. Improving service delivery of the Council and its partners
2. Localising consultation and improving satisfaction in neighbourhoods and delivering devolved budgets and commissioning of services
3. Acting jointly, with partners, to reduce pockets of deprivation and social exclusion
4. Promoting community development and cohesion
5. Maximising community involvement in neighbourhood management from active citizens, voluntary and private organisations
6. Promoting involvement in local governance arrangements especially by young people

The Council wishes to find out about:

1. Elements of neighbourhood management, which currently exist in Chorley
2. Different styles of neighbourhood management models, including the concept of neighbourhood boundaries, informal social control, social networks and social exclusion
3. The characteristics of successful neighbourhood management examples including those supported by the Neighbourhood Renewal Fund intended to create cleaner, greener, safer communities
4. The contribution that public space management can make to neighbourhood development
5. Neighbourhood management pilot area selection criteria
6. The relationship between the neighbourhood management area determinants and outputs and their size, establishment and speed of development
7. The different governance arrangements for neighbourhood management
8. Funding methods, including asset transfer, special project funding, spending decision devolution, top slicing budgets and external funding sources.

Tasks

7. The Consultant will be required to complete the following tasks to advise and guide the Scrutiny Panel Inquiry.
 1. Familiarise themselves with Chorley's Community Strategy, The Council's Strategic Plan and existing Area Forum arrangements and identify the relevant policies, plans and programmes impacting on neighbourhood management programmes.
 2. Interview, collectively or individually key officers and members of the Council to understand the Council's intentions and commitment to neighbourhood working and service delivery.
 3. Research published reports on neighbourhood working and management.
 4. If published during the course of the inquiry, review the Government's White Paper on Local Government.
 5. Review the draft Overview and Scrutiny inquiry project outline and make recommendations for changes by omission or inclusion in the list of evidence, witnesses, consultation and site visits.
 6. Attend Scrutiny Panel meetings and study visits with the whole panel or panel sub-groups. Estimate six meetings of not more than 3 hours in duration and not more than four site visits to be completed within 1 day from Chorley. Attend the final meeting of the Clayton le Woods North Area Forum Pilot at 19.00hrs on 12 October 2006.
 7. Attend not more than 3 meetings in Chorley to draft the final report of the Scrutiny Inquiry.

Outputs

8. The Consultant will be required to produce and supply the Council with the following outputs.
 1. A narrative report scoping potential models for neighbourhood working in Chorley based on Tasks 1-5 above setting out the costs, benefits, risks and critical success factors for each model.
 2. Produce an updated Overview and Scrutiny inquiry project outline including revised evidential, witness, research and site visit recommendations.
 3. Produce a witnesses guide to the scrutiny inquiry process, defining neighbourhood working for the purposes of this inquiry, assisting them to understand beforehand the nature of the inquiry and including a checklist of questions, based on neighbourhood management determinants to be asked by the panel or sub-group.
 4. Based on Output 3 and using the Councils toolkit documentation produce a set of inquiry questions to be used at witness hearings.
 5. Produce a final report based on all available evidence making recommendations for a Neighbourhood management model suitable for trial in Chorley and including selection criteria for two pilot neighbourhood management areas.
 6. Produce an outline three-year action plan for the implementation of neighbourhood management in the two pilot areas.

Programme

Invitation to tender	8 September 2006
Tenders returned	17.00hrs 25 September 2006
Tender award	2 October 2006
Clayton le Woods North area Forum Pilot Meeting	12 October 2006
Outputs 1 and 2 delivered	30 October 2006
Output 3 and 4 delivered	13 November 2006
Output 5 delivered	5 March 2007
Output 6 delivered	30 April 2007

Contract

9. The contract will be awarded on fixed price contract terms inclusive of all appropriate costs and expenses.
10. The consultant will enter into a formal written agreement with the Council in the form attached hereto.
11. Payment will be made in two equal parts-the first payment being made within 7 days of invoice after submitting output 4 and the second and final payment after delivering output 6.

The Tender

12. Consultants are required to include the following information in their tender proposal:
 1. Brief details of their experience generally and specifically in assisting Councils with the development or delivery of neighbourhood management
 2. Details of two referees for whom the consultant has undertaken similar projects
 3. The CV of staff who will work on this project and a schedule of their intended involvement in this project.
 4. Brief details of the methodology and approach to be followed including a project plan showing how the outputs will be delivered.

Selection Criteria

- 13. Whilst value for money is a key consideration for the Client the contract may not be awarded to the lowest bid.
- 14. In determining the choice of consultant the proposal will be evaluated on the following basis with the stated weightings applied.

Criteria	% weighting
Price	40
Demonstration of an understanding of the project requirements.	20
The consultants relevant knowledge and experience in the field, including their record of successfully undertaking similar commissions	20
Ability to deliver the outputs to schedule	20

- 15. The Council reserves the right not to select any of the organisations submitting a response.

John Lechmere
 Director of Streetscene, Neighbourhoods and Environment
 Chorley Council
 28 August 2006

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DRAFT OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic: Neighbourhood Working	Investigation by: Environment & Community Overview & Scrutiny Panel
	Type: Inquiry

<p>Objectives:</p> <ol style="list-style-type: none"> 1) To identify the area Neighbourhoods. 2) To what extent do Directorate plan services on a Neighbourhood basis and develop recommendations for future development of localised services. 3) To identify the relevant issues relating to neighbourhood working. 4) To compare best practices from other districts and elsewhere. 5) To identify relevant areas relating to funding, budgets and capacity. 6) The ability to deliver. 	<p>Desired Outcomes:</p> <ol style="list-style-type: none"> 1. To generate services and activities appropriate for neighbourhood delivery. 2. Recommendations for selection criteria to identify suitable neighbourhoods. 3. To explore the potential options in the Government's White Paper to be published in November 2006. 4. To deliver recommendations which implement neighbourhood management and engagement strategy. 5. To explore the possibility of a priority pilot neighbourhood action plan and service delivery to be manageable.
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<p>Terms of Reference:</p> <ol style="list-style-type: none"> 1. To conduct an investigation into improvements in neighbourhood working in Chorley. 2. To report the inquiry's findings and recommendations initially to the Overview and Scrutiny Committee. 3. To explore best practice elsewhere from both inside and outside Chorley.

<p>Key Issues:</p> <ol style="list-style-type: none"> 1. In relation to the Corporate Strategy a project to prepare on neighbourhood management and engagement strategy. 2. Work to build on the recommendations of the Area Forums 3. Improve customer feedback and services 	<p>Risks:</p> <ol style="list-style-type: none"> 1. Raising expectations beyond capacity to deliver. 2. Differential services for the Council 3. Implications on resources
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<p>Venue(s): Committee Room, Town Hall, Chorley</p>	<p>Timescale:</p> <p>Start: July 2006</p> <p>Finish: end March 2007</p>
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Information Requirements and Sources:

Documents/evidence: *(what/why?)*

Resource Mapping Report
 Safer and Greener Charter for Bolton (Great Lever case study)
 Liverpool 8 Neighbourhood Regeneration
 Eldonian Housing Association
 White Paper from Government when published in November 2006.

Witnesses: *(who, why?)*

Groundwork representatives
 Other Districts, to be confirmed.
 Blackburn with Darwen Borough Council (Sharon Kemp)
 Police (Chief Inspector Andrew Murphy)
 North British Housing Managers
 Adactus
 Director of Housing Services (Steve Lomas)
 Parish Councils
 Liz Morey
 Churches and Faith Groups

Consultation/Research: *(what, why, who?)*

Practical examples of successful projects

Site Visits: *(where, why, when?)*

Visit to meetings of PAiCE, SWITCH Clayton Brook Together
 Possible other Lancashire Districts
 Housing Associations

Officer Support:

Lead Officer: John Lechmere
 Democratic Services Officer: Gordon Bankes
 Corporate Policy Officer:
 Director of Policy & Performance (Lesley-Ann
 Fenton after 4.9.06)

Likely Budget Requirements:

<u>Purpose</u>	<u>£</u>
Site Visit Cash	200.00
Total	<u>200.00</u>

Target Body¹ for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)



<i>SCRUTINY INQUIRY INFORMATION CHECKLIST</i>
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Name of Inquiry: Neighbourhood Working

Scrutiny Body: Environment and Community Overview and Scrutiny Panel

Ref.	Information Required	Date	Venue
1	Resource Mapping Report		
2	Safer and Greener Charter for Bolton (Great Lever case study)		
3	Liverpool 8 Neighbourhood Regeneration		
4	Eldonian Housing Association		
5	White Paper from Government when Published November 2006		

SCRUTINY INQUIRY PROJECT PLAN

Name of Inquiry: Neighbourhood Working

Scrutiny Body: Environment and Community Overview and Scrutiny Panel

TASK	2006												2007			
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Nov	Dec	Jan	Feb	Mar	
1. TOPIC SELECTED	✓															
2. SCOPE INQUIRY	✓	✓														
3. COLLECT EVIDENCE		✓	✓	✓												
4. CONSIDER EVIDENCE				✓	✓											
5. REPORT																
6. FEEDBACK & ACTION																
7. MONITOR																



SCRUTINY INQUIRY WITNESS CHECKLIST

Name of Inquiry: Neighbourhood Working

Scrutiny Body: Environment and Community Overview and Scrutiny Panel

Ref.	Witness	Information Required	Date	Venue
1	Groundwork Representatives			
2	Other Districts (to be confirmed)			
3	Blackburn with Darwen Borough Council			
4	Police			
5	North British Housing Managers			
6	Adactus			
7	Director of Housing Services			
8	Parish Councils			
9	Community Development Officer			
10	Churches and Faith Groups			

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OVERVIEW AND SCRUTINY WORK PROGRAMME – 2006/07

Function/topic	Assigned to	J	J	A	S	O	N	D	J	F	M	A	M
1. Holding the Executive to Account													
Annual Budget Consultation	OSC						*	*	*				
Provisional full year Performance Indicator	OSC										*		
Business Plan and Performance Indicator Updates	ECOSP				*		*				*		
	CCOSP				*		*				*		
	OSC				*			*			*		
BVPP (Corporate Plan overall performance)	OSC				*						*		
Monitoring of Sickness Absence (6 monthly update)	OSC					*						*	
2. Policy Development and Review	OSC				*								
Overview and Scrutiny Improvement Plan 2006/07	OSC				*			*			*		
Corporate Improvement Plan 2004-2007 Update (Corporate Strategy)	OSC								*				
3. Scrutiny Inquiries													
Scrutiny topics to be undertaken in accordance with the programme list set out overleaf	OSC	*			*	*	*	*	*	*	*		
	CCOSP	*	*		*	*	*		*	*	*		
	ECOSP	*	*		*	*	*		*	*	*		
Budget Scrutiny	OSC										*		
	CCOSP										*		
	ECOSP										*		
LCC's arrangement for the Scrutiny of health function – Periodic Review (to be determined)	CCOSP												
Contact Centre: Efficiencies and Partnership with LCC	CCOSP		*		*	*	*		*		*		
Neighbourhood Working	ECOSP		*		*	*	*		*		*		
Council's performance against the key line of enquiry to be assessed by the Audit Commission during CPA and Direction of Travel.	OSC				*		*	*	*	*	*		
4. Monitoring of Inquiries													
Housing Maintenance Appointments System	CCOSP				*								
Flooding, Flood Prevention and Contingency Plan/Proposals	ECOSP							*					
Chorley Markets - Occupancy of Stalls & Associated Matters	CCOSP				*						*		
Juvenile Nuisance	ECOSP				*								
Grass Cutting	ECOSP							*					
Provision of Youth Activities in Chorley	ECOSP										*		
One-Stop Shop/Contact Centre	CCOSP					*					*		
Accessibility of Cycling as a Leisure Pursuit	ECOSP							*					
Parkwise Scheme	CCOSP								*				
5. Monitoring of Budget Scrutiny Recommendations													
Environmental Services	ECOSP					*			*				
Revenues and Benefits	CCOSP					*			*				
Planning Services	ECOSP					*			*				
6. Other													
O & S Training Programme	OSC					*					*		
OSC - Overview and Scrutiny Committee													
ECOSP - Environment and Community Overview and Scrutiny Panel													
CCOSP - Corporate and Customer Overview and Scrutiny Panel													

Overview and Scrutiny Topics/Issues to be Programmed

Priority Order	Topic/Issue Title	Date Included	Priority Score	Source
<ol style="list-style-type: none"> 1. 2. 	<p><u>Full Scrutiny Inquiries</u></p> <p>Overview and Scrutiny Committee</p> <p>Job Evaluation</p> <p>The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime in the Borough.</p> <p>Corporate and Customer Panel</p> <p>Gershon Efficiencies Staff Sickness Absences</p> <p>Environment and Community Panel</p> <p>Inequalities in the Borough Town Centre Strategy</p>	<p>June 2006</p>	<p>All within the Corporate Strategy</p>	<p>Corporate Strategy</p>