



# Council

Agenda and Reports

For consideration on

## Tuesday, 30th October 2007

In the Council Chamber, Town Hall, Chorley

At 6.30 pm



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## **PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT COUNCIL MEETINGS**

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Council meeting to allow time to prepare appropriate responses and investigate the issue if necessary (12 Noon on the Friday prior to the meeting).
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each ordinary Council meeting, excluding the Annual Meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

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## Chief Executive's Office

Please ask for: Gordon Banks  
Direct Dial: (01257) 515123  
E-mail address: [gordon.banks@chorley.gov.uk](mailto:gordon.banks@chorley.gov.uk)  
Date: 19 October 2007

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**Chief Executive:** Donna Hall

**Chorley**  
Council

Town Hall  
Market Street  
Chorley  
Lancashire  
PR7 1DP

Dear Councillor

## COUNCIL - TUESDAY, 30TH OCTOBER 2007

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 30th October 2007 commencing at 6.30 pm for the following purposes.

### AGENDA

1. **Apologies for absence**
2. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda. If the interest arises **only** as result of your membership of another public body or one to which you have been appointed by the Council then you only need to declare it if you intend to speak.

If the personal interest is a prejudicial interest, you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3. **Mayoral Announcements**
4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on any item(s) on the agenda will be asked to put their questions(s) to the Council. Members of the public will be allowed to ask one supplementary question within their allocated 3 minutes

5. **Minutes (Pages 1 - 6)**

To confirm the Minutes of the Council meeting held on 18 September 2007 as a correct record for signature by the Mayor (copy enclosed)

Continued....

6. **Executive Cabinet**

- a) **The Annual Refresh of the Corporate Strategy for 2007/08 - 2009/10 (Pages 7 - 16)**

Report enclosed

- b) **Capital Programme 2007/08 - Monitoring (Pages 17 - 26)**

Report enclosed

- c) **General Report from Executive Cabinet meeting on 4 October 2007 (Pages 27 - 30)**

Report enclosed

7. **Development Control Committee (Pages 31 - 34)**

General report enclosed

8. **Licensing and Safety Committee/Statutory Licensing Committee (Pages 35 - 36)**

General report enclosed

9. **Overview and Scrutiny Committee and Panels (Pages 37 - 40)**

General report enclosed

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

General report enclosed

11. **Proposed Revisions to the Council's Constitution (Pages 45 - 72)**

Report of Corporate Director of Governance (enclosed)

That in accordance with Paragraph 27.2 of the Council Procedure Rules the recommendations contained in the report be adjourned without further discussion to the next Ordinary Council meeting on 18 December 2007

12. **Lancashire Local Committee for Chorley**

The Council is requested to approve the replacement of Councillor Alan Cain by Councillor John Walker as one of the Council's representatives on the Lancashire Local Committee for Chorley.

13. **Questions Asked under Council Procedure Rule 7 (if any)**

14. **To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 8**

15. **Any other item(s) the Mayor decides is/are urgent**

Yours sincerely



Chief Executive

**Distribution**

To all Members of the Council and Chief Officers.

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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 آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

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**COUNCIL****Tuesday, 18 September 2007**

**Present:** Councillor Adrian Lowe (Mayor), Councillor Terry Brown (Deputy Mayor), Councillors Ken Ball, Nora Ball, Eric Bell, Judith Boothman, Alan Cain, Pat Case, Henry Caunce, Alan Cullens, Magda Cullens, Michael Davies, Mike Devaney, David Dickinson, Mrs Doreen Dickinson, Dennis Edgerley, Anthony Gee, Daniel Gee, Peter Goldsworthy, Mrs Marie Gray, Pat Haughton, Harold Heaton, Catherine Hoyle, Keith Iddon, Margaret Iddon, Kevin Joyce, Hasina Khan, Roy Lees, Laura Lennox, Marion Lowe, Peter Malpas, Thomas McGowan, June Molyneaux, Greg Morgan, Mick Muncaster, Mark Perks, Geoffrey Russell, Rosie Russell, Iris Smith, Joyce Snape, Ralph Snape, John Walker and Mary Wilson

**07.C.77 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Margaret Lees, Edward Smith, Shaun Smith and Mrs Stella Walsh.

**07.C.78 DECLARATIONS OF ANY INTERESTS**

The Mayor informed the meeting that the Standards Committee had considered the Council's request for a dispensation for Members of Chorley Borough Council to allow participation in Council meetings at which matters relating to the concessionary travel scheme are discussed. At the last Council meeting consideration of a notice of motion on the concessionary travel scheme was adjourned to await the deliberation of the Standards Committee. Over half of the Councillors would have a personal and potentially a prejudicial interest in the item.

The Standards Committee granted a dispensation to 27 Members of the Council, allowing them to participate in the Notice of Motion relating to the concessionary travel scheme to be considered later in the meeting (Minute 07.C.88 refers).

Accordingly the following Members were granted a dispensation:

Councillors Ken Ball, Nora Ball, Eric Bell, Judith Boothman, Alan Cain, Pat Case, Mike Devaney, David Dickinson, Mrs Doreen Dickinson, Dennis Edgerley, Anthony Gee, Daniel Gee, Peter Goldsworthy, Mrs Marie Gray, Pat Haughton, Margaret Iddon, Roy Lees, Mick Muncaster, Geoffrey Russell, Rosie Russell, Edward Smith, Iris Smith, Ralph Snape, Joyce Snape, John Walker, Stella Walsh and Mrs Mary Wilson.

**07.C.79 MINUTES**

**RESOLVED – That the Minutes of the Council meeting held on 10 July 2007 be confirmed as a correct record for signature by the Mayor.**

**07.C.80 MAYORAL ANNOUNCEMENTS**

As this was the first meeting following the death of Ex-Councillor Keith Lowe, the Mayor wished it to be placed on record his and his families thanks for the support and messages of condolence that had been received.

### **Charity Ten-pin Bowling Tournament**

On Wednesday, 26 September the Mayor was holding a ten-pin bowling tournament at the Capitol Centre in Preston to raise money for his charities. During the evening teams of six battled it out for the winners trophy. A limited number of places were still available. Tickets were priced at £10 per person, which included two games.

### **Charity Meal at the Coach House Brasserie**

There was to be a change of venue for the Charity meal taking place following the next Full Council meeting on Tuesday, 30 October. Members would be advised of the new venue in the next few days.

### **Remembrance Day**

On Sunday, 11 November, all Members were invited to accompany the Mayor in the procession to St Laurence's Church and to the Cenotaph in Astley Park for Remembrance Sunday. If you are able to attend, please assemble in the Council Chamber no later than 9.15am. Afterwards, tea and coffee will be served in the Council Chamber.

### **Christmas Card Donations**

Do you spend hours each Christmas writing out cards for all your council colleagues? Well, save time this year by making a donation to my charity fund instead. A single Christmas card will be displayed in the Members Room with the names of everyone who has donated money, so that other members know you've not forgotten them. A minimum donation of £5 is requested.

## **07.C.81 EXECUTIVE CABINET**

### **(a) Chorley Local Development Framework - Sustainable Resources Development Plan - Submission Document**

The Executive Member for Economic Development and Regeneration presented a report seeking endorsement of the Sustainable Resources Development Plan to be submitted to the Government as the first policy document within Chorley's new Local Development Framework.

The Development Plan had been compiled and refined following a series of consultation exercises. The Borough was well placed to contribute to the reduction of the impact of climate change and the document aimed, through the development control process, to achieve more sustainable methods of construction of developments which would reduce carbon emission and enable renewable energy regeneration across Chorley.

A further six weeks consultation period would commence following the submission of the documents to the Government, during which time formal representations could be made, with objectors having the right to appear at a public hearing before an independent Inspector. Ultimately, the Inspector's recommendations on the document would be binding.

It was moved by the Executive Member for Economic Development and Regeneration, seconded by the Executive Leader, and subsequently **RESOLVED:**

**1) That the Sustainable Resources Development Plan document be approved in the submitted form for submission to the Government, subject to the Director of**



**Development and Regeneration being given delegated authority to make textual and presentational amendments to the document.**

**2) That the Director of Development and Regeneration be given delegated power to approve minor amendments to the Development Plan document during the examination stage.**

**(b) General Report from Executive Cabinet meeting on 9 August 2007**

The Executive Leader presented a report which summarised the principal matters considered at the meeting of the Executive Cabinet meeting held on 9 August 2007.

It was moved by the Executive Leader, seconded by the Deputy Leader of the Council, and subsequently **RESOLVED** that the report be noted.

**(c) General Report from Executive Cabinet meeting on 6 September 2007**

The Executive Leader presented a report which summarised the principal matters considered at the meeting of the Executive Cabinet held on 6 September 2007.

It was moved by the Executive Leader, seconded by the Deputy Leader of the Council and subsequently **RESOLVED** that the report be noted.

**07.C.82 DEVELOPMENT CONTROL COMMITTEE - GENERAL REPORT**

The Chair of the Development Control Committee (Councillor H Heaton) presented a report which commented on a few of the more significant planning applications that had been determined at meetings of the Committee held on 17 July 2007 and 14 August 2007.

It was moved by the Chair of the Development Control Committee, seconded by the Vice-Chair, and subsequently **RESOLVED** that the report be noted.

**07.C.83 LICENSING AND SAFETY COMMITTEE - GENERAL REPORT**

The Chair of the Licensing and Safety Committee (Councillor Mrs I Smith) presented a report which summarised the principal matters which had been considered by the Committee at its meeting held on 11 July 2007.

It was moved by the Chair of the Licensing and Safety Committee, seconded by Councillor John Walker and subsequently **RESOLVED** that the report be noted.

**07.C.84 OVERVIEW AND SCRUTINY COMMITTEE AND PANELS**

The Chair of the Overview and Scrutiny Committee (Councillor D Edgerley) presented a report which summarised briefly the recent matters discussed at meetings of the Overview and Scrutiny Committee held on 2 August and 3 September 2007. The report also summarised the activities and issues considered by the Committee's associate Environment and Community and Corporate and Customer Overview and Scrutiny Panels at their recent meetings.

It was moved by the Chair of the Overview and Scrutiny Committee, seconded by the Vice-Chair (Councillor L Lennox) and subsequently **RESOLVED** that the report be noted.

**07.C.85 STANDARDS COMMITTEE**

The Council received a report of the Chair of the Standards Committee (Mr R A Ellwood) which outlined the main issues discussed by the Committee at its meeting on 3 September 2007.

It was moved by Councillor A Cain, seconded by Councillor J Boothman and subsequently **RESOLVED** that the report be noted.

**07.C.86 ULNES WALTON PARISH COUNCIL BY ELECTION**

The Executive Leader presented a report on a request received by the Council from Ulnes Walton Parish Council to exercise its powers under Section 39(4) of the Representation of the People Act 1983 to arrange a Parish Council by-election.

The Parish Council had two vacancies owing to having received insufficient nominations at the election in May. The Parish Council had considered exercising its own powers to co-opt additional members and had received a number of expressions of interest from potential nominees. In the light of the interest that had been expressed, the Parish Council believed that fairness required that an election should be held. It was moved by the Executive Leader, seconded by the Deputy Leader of the Council and subsequently **RESOLVED**:

**That the Council exercise its powers to direct that a by-election be held to fill current vacancies on Ulnes Walton Parish Council.**

**07.C.87 REPRESENTATION ON OUTSIDE BODIES**

The Council was informed that Councillor Rosemary Russell had resigned from her position as the Council's representative on Homestart Chorley and South Ribble for personal reasons.

It was moved by the Executive Leader, seconded by the Deputy Leader of the Council and subsequently **RESOLVED** that Councillor Judith Boothman be the Council's representative on Homestart Chorley and South Ribble for the remainder of the municipal year.

**07.C.88 TO CONSIDER THE NOTICES OF MOTION GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 8**

The following Notice of Motion submitted by Councillor D Edgerley to the last Council meeting on 10 July 2007 stood adjourned to await the decision of the Standards Committee on applications from appropriate Councillors who would otherwise be precluded from participating in the discussion and voting on the Motion for dispensation to debate and vote on the Motion.

The Standards Committee had granted the applications from 27 Councillors for dispensation to debate concessionary travel scheme issues at Council meetings.

The following Notice of Motion was moved by Councillor D Edgerley and seconded by Councillor L Lennox.

"That this Council calls upon the Executive Cabinet to implement a free off-peak concessionary travel scheme across the NOW area within one month of tonight's meeting".

The Motion was put to the vote and the Mayor declared it lost.

Mayor

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## **REPORT OF EXECUTIVE CABINET**

### **ANNUAL RE-FRESH OF THE CORPORATE STRATEGY FOR 2007/08- 2009/10**

1. The Executive Cabinet was asked to endorse the re-freshed Corporate Strategy for 2007/08 – 2009/10.
2. The Corporate Strategy is of paramount importance to the Council's Corporate business planning process and is a key driver for the delivery of the Authority's vision, priorities and strategic outcomes. In line with the corporate business planning process, the three year Corporate Strategy is reviewed and refreshed on an annual basis and, where appropriate, changes are recommended.
3. While the overall vision and priorities of the re-freshed Strategy remain constant with the current 2006/07 Corporate Strategy, a few changes have been made to the strategic objectives and long-term outcomes to enable the development of local solutions to climate change issues and to reflect the main strategic 'Big Issues' facing the Council (eg citizen engagement; improvement of front-line universal services; regeneration; use of resources and attraction and retention of high quality staff; climate change).
4. The revised Strategy also contains a reduced number of key projects (ie 30) aimed at assisting the achievement of the long-term objectives, chosen on the basis of their potential feasibility and funding. The number of measurable targets, linked to both the key projects and long-term outcomes, has increased to 47.
5. The revised Strategy has been compiled to take account of a series of extensive consultations with internal stakeholders, the experience of delivering the current strategy, the re-freshed Community Strategy and the new challenges facing the Council.
6. The Executive Cabinet endorsed the re-freshed Corporate Strategy for 2007/08 – 2009/10 and commend it for approval by the full Council. A copy of the Strategy document, together with a copy of the accompanying report of the Assistant Chief Executive (Policy and Performance) as presented to the last Executive Cabinet meeting, is attached so that Councillors are provided with the same level of information considered by the Executive Cabinet.

#### **Recommendation**

7. The Council is recommended to approve and adopt the re-freshed Corporate Strategy for 2007/08 – 2009/10, as now presented, as the key strategic document for the Authority.

COUNCILLOR MRS P CASE  
Executive Member for Corporate Policy and Performance

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There are no background papers to this report.

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Report of	Meeting	Date
Assistant Chief Executive, Policy & Performance (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	04/10/07

## THE ANNUAL REFRESH OF THE CORPORATE STRATEGY 2007/08 – 2009/10

### PURPOSE OF REPORT

- To seek approval of the Corporate Strategy 2007/08 – 2009/10.

### RECOMMENDATION(S)

- That the changes to the Corporate Strategy be approved in line with the rationale detailed below and that the refreshed Corporate Strategy be agreed as the key strategic document for the authority.

### REASONS FOR RECOMMENDATION(S)

- The Corporate Strategy is at the heart of the Council's corporate business planning process and is a key driver for delivering Chorley Council's vision, priorities and strategic outcomes. In line with the corporate business planning process, the three-year Corporate Strategy is reviewed and refreshed on an annual basis and where appropriate changes are recommended including the introduction of new key projects which will deliver real improvements for the community we serve.

### 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	✓	Improved access to public services	✓
Improving equality of opportunity and life chance	✓	Develop the character and feel of Chorley as a good place to live	✓
Involving People in their Communities	✓	Ensure Chorley is a performing Organisation	✓

### BACKGROUND



6. The Corporate Strategy is the highest-level document for the Council. It is put together against the backdrop of the Community Strategy and the Local Area Agreement, providing a clear statement at the highest strategic level of what the Council wants to achieve over the next three years. It sets out the Council's vision, priorities and strategic objectives, but also how we will measure our achievements, and the key projects, which we will be delivering in the short to medium term.
7. All other strategies should be aligned with the priorities and strategic objectives set out in the Corporate Strategy. As such the Corporate Strategy is a key document for the authority and it is key that it is fit for purpose and deliverable.
8. The current Corporate Strategy 2006/07 – 2008/09, was last reviewed in Autumn 2006 and approved by Council in December 2006. Since that time the Council's corporate business planning process has been reviewed and strengthened and as a consequence, the Council has committed to reviewing the Corporate Strategy on an annual basis commencing each Summer with a view to agreeing and publishing a new Corporate Strategy in October each year, see the business planning process, appendix A.
9. The Corporate Strategy has been refreshed following a series of consultation and development sessions involving Councillors, Strategy Group, directors and relevant officers. In addition it takes into account a number of influences, the main ones being the lessons learned from the delivery of the strategy in 2006/07, the refresh of the Sustainable Community Strategy, and the 'Big Issues' currently facing the Council. A copy of the refreshed Corporate Strategy is attached to this report in appendix B.

#### **REVIEW OF PERFORMANCE IN 2006/07**

10. 2006/07 was the first year of our new ambitious and focused Corporate Strategy. The 'plan on the page', described as 'fantastic' by the IDeA, provides a succinct overview of our vision and objectives, with direct links to clear measures and targets, long term outcomes and key projects.
11. 2006/07 was also the first time that key projects were identified as part of the Corporate Strategy, as a key mechanism for delivery. Overall the performance has been excellent with 95.5% of the 44 key projects either completed or progressing ahead of plan or on plan, delivering outcomes such as the housing stock transfer, 0% council tax increase, and achieving Investors In People,.
12. The identification of the key projects has been successful in helping us focus on key areas of work to make sure we target our priority areas and deliver real outcomes and benefits to our customers, and ultimately achieve our objectives as set out in the Corporate Strategy.
13. In respect of the measures within the Corporate Strategy, performance around those elements of the Corporate Strategy over which we have direct control is good with 73% hitting or exceeding target.
14. For example town centre visits for 2006/07 totalled 35,947, which is 667 more than the 2009 target of 35,280. In addition we have already met one of our long-term outcomes to have average earnings in line with the county average with median workplace earning in the borough now 1.4% above the Lancashire average. Previously we were 3.2% below the county average.



15. With regards to our performance in delivering the strategic objective “improved access to public services” we saw 98% satisfaction in the service received in our contact centre and an increase in the number of appropriate services available via self serve, to 65% which was 15% above target.
16. In 2006/07 a number of projects focused on achieving safer communities, these included a project to pilot innovative ways to reassure our communities, as well as a project to deliver key actions in the Community Safety Strategy. These projects have in turn lead to us exceeding 2009 targets for the measures of improving feelings of safety during the day, and improved feelings of safety during the night.
17. Finally against our strategic objective to “ensure Chorley is a performing organisation” we have again exceeded targets for 2009 for the measures ‘% of priority BVPIs in the upper quartile’ and the ‘ % of priority BVPI’s improving’.
18. Despite the positive examples above we realise there are areas where we can improve, and as such the following points have been considered as part of this refresh:
  - The number of key projects should be reduced.
  - There must be at least one key project addressing each of the long-term outcomes.
  - Project and measures should not be included if they are out of our control.
  - Measures and targets should be developed along side the key projects to ensure they are relevant to the key projects so the measures can be used as evidence of progress.
  - Clearly defining projects which:
    - Support our strategic objectives
    - Have a definite start and end point
    - Are deliverable within a 12-18 month time scale

## **THE SUSTAINABLE COMMUNITY STRATEGY**

19. Following consultation with partners the Community Strategy is also being refreshed, and is due to be approved by the LSP Executive on the 10<sup>th</sup> October 2007.
20. The majority of the Community Strategy priorities have remained the same however the main difference is that a new priority to address climate change has been adopted in line with other refreshed LSP sustainable community strategies.
21. Prior to the refresh, each of the Community Strategy priorities were mirrored in our Corporate Strategy’s strategic objectives. As such the change to the Community Strategy priority has been reflected in the Corporate Strategy refresh by including a new strategic objective to ‘ Develop Local Solutions to Climate Change’.
22. Together with a long-term outcome of reducing the Councils environmental footprint and a key project and measures around climate change they echo changes in the Community Strategy and maintain the golden thread.
23. To allow for this new priority without increasing the overall number of strategic objectives, we have retained ‘Involving People in their Communities’ as a strategic objective, and ‘improved access to public services’ has been retained and expressed as a long term outcome under this objective in line with the approach taken by the Community Strategy.

## **THE ‘BIG ISSUES’**

24. As part of the improved Corporate Business Planning Process a “Big Issues” paper is now produced annually to identify the main strategic issues facing the Council over the subsequent year, and to inform future strategic and service planning. As part of this the following key issues have been identified:
- Citizen engagement
  - Improving front line universal services
  - Regeneration
  - Use of resources and attracting and retaining high quality staff
  - Climate change
25. Each of these issues have been addressed in the refreshed Corporate Strategy. For example the new key projects to implement the Chorley BPA blueprint and undertake customer profiling are all about improving front line services to our citizens, while the workforce plan and associated measures is proposed to address the issue of attracting and retaining high quality staff.

### **SUMMARY OF CHANGES**

26. Naturally it is important that the vision and priorities remain constant, as these set out our medium term ambitions, therefore these have remained the same.
27. However as detailed above a new strategic objective to develop local solutions to climate change has been included in order to continue to mirror the Community Strategy, as well as addressing what is a ‘hot topic’ nationally, as well as an identified ‘big issue’ for us locally.
28. This has led to some minor changes to two of the existing strategic objectives, as well as some minor changes to long-term outcomes.
29. The majority of the changes are to the measures and the key projects.
30. The re-freshed strategy contains 30 key projects. Three key projects from 2006/07 are still on-going and have been carried forward e.g Establish a Choice Based Lettings Scheme, Improve the Council’s CPA Score and Develop a Sustainable Resources Development Plan. A further eight key projects have also been included which are more explicit as to the work that will be undertaken in the next 12-18 months to either take forward delivery of key strategies or longer term action plans highlighted in the previous plan e.g deliver Market Walk Phase 2 – linked to the Town Implementation of the Town Centre Strategy. In addition, there are 19 new projects that will assist in the achievement of our long-term objectives.
31. The existing 38 measures have been reviewed to ensure they more clearly linked to both the key projects and the long-term outcomes. As such, a few measures which did not link to either a long term objective, a key project, or were no longer relevant have been removed, and 20 new measures have been introduced, including a selection of measures from the baskets of measures which were developed last year as part of the strategy. This now gives a total of 47 measures with targets (an increase of 9 measures)
32. We will start monitoring against the new strategy in the third quarter performance report in January 2008.

### **IMPLICATIONS OF REPORT**

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal			

**COMMENTS OF THE DIRECTOR OF FINANCE**

34. The Medium Term Financial Strategy (MTFS) is currently being refreshed and will take account of the refreshed Corporate Strategy to ensure delivery of the Council's priorities are supported.

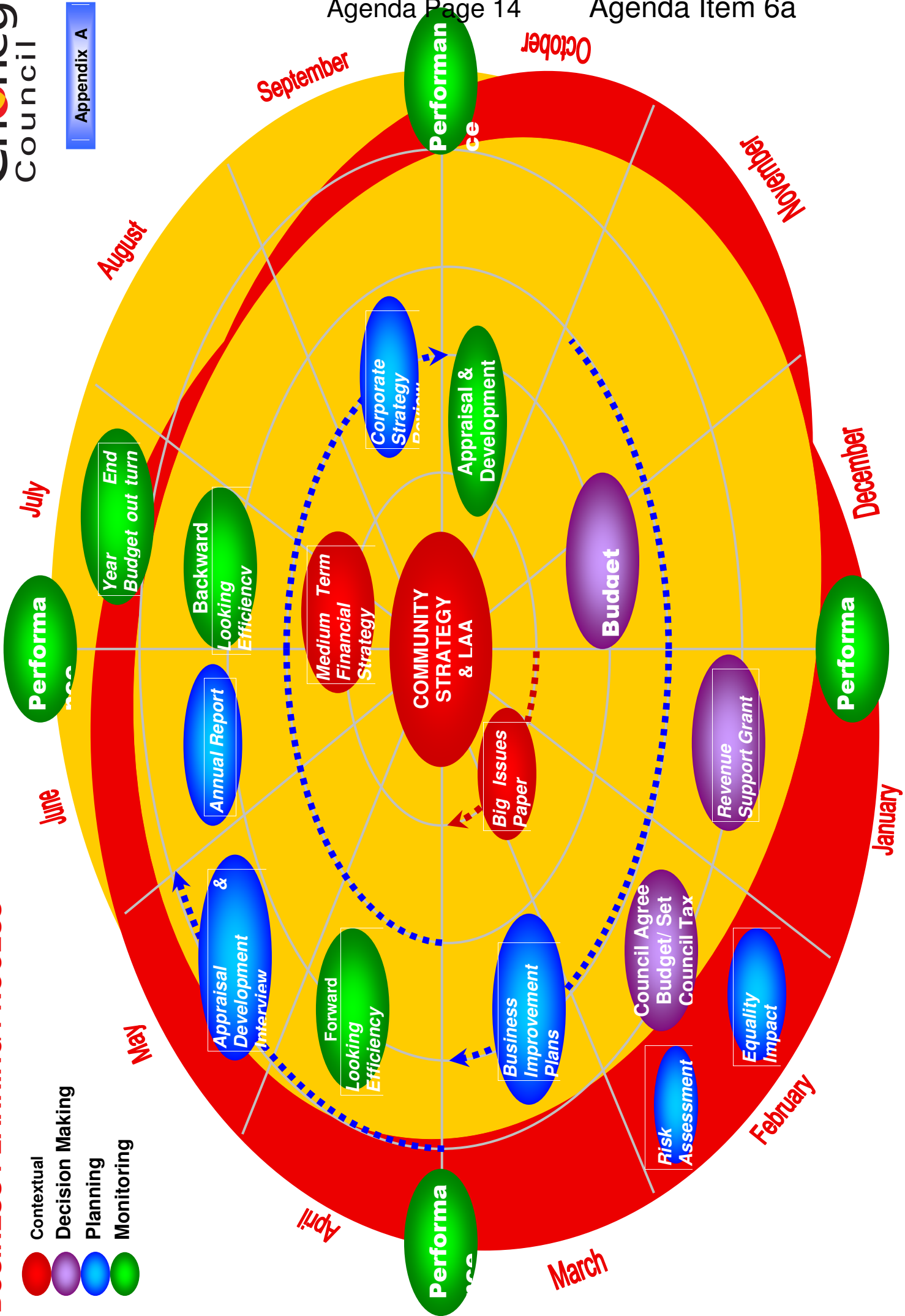
LESLEY-ANN FENTON  
ASSISTANT CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Ostapski	5779	18 <sup>th</sup> September 2007	CS Refresh 2007

**BUSINESS PLANNING PROCESS**

- Contextual
- Decision Making
- Planning
- Monitoring



# Our Vision

**The Council's ambition is for Chorley to become one of the most attractive, caring and vibrant places in the North West to live, to work, to invest and to 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 and its surrounding villages will be enhanced whilst ensuring Chorley plays a pivotal role in regional economic development.

PRIORITY	PROSPERITY	PEOPLE		PLACE		PERFORMANCE
<b>STRATEGIC OBJECTIVE</b>	1. Put Chorley at the heart of regional economic development in the Central Lancashire sub-region  <i>Leads: Cllr P Malpas Jane Meek</i>	2. Improving equality of opportunity and life chances  <i>Leads: Cllr P Case Lesley-Ann Fenton</i>	3. Involving people in their communities  <i>Leads: Cllr J Walker Donna Hall</i>	4. Develop local solutions to climate change.  <i>Leads: Cllr P Malpas Jane Meek</i>	5. Develop the Character and feel of Chorley as a good place to live  <i>Leads: Cllr P Goldsworthy Donna Hall</i>	6. Ensure Chorley Borough Council is a performing organisation  <i>Leads: Cllr P Goldsworthy Lesley-Ann Fenton</i>
<b>LONG TERM OUTCOME</b>	1.1 A vibrant local economy  1.2 Thriving Chorley Town Centre  1.3 Average earnings in line with country average	2.1 Number of SOA's in worst 20% will reduce  2.2 Improve life chances for young people and children  2.3 Improved quality of life for the borough's older people  2.4 Healthier communities and reduced health inequalities  2.5 Improved quality of life in rural communities	3.1 Improved access to public services  3.2 People will be involved in decision making and in improving the well being of their communities	4.1 The Council's environmental footprint will be reduced  4.2 An improved local environment	5.1 More people will be satisfied with Chorley as a place to live  5.2 There will be a balanced housing market  5.3 Safer communities	6.1 Community aspirations are delivered through the efficient use of resources and effective performance management  6.2 An excellent community leader  6.3 A provider and procurer of high quality priority services  6.4 An excellent Council that is continually striving to improve
<b>MEASURES and TARGETS</b>	<b>Outcome 1.1</b> <ul style="list-style-type: none"> <li>Number of new business established. Target 53 p.a.</li> <li>Number of new businesses established and sustained for 12 and 24 months. Target 82% and 76% March 2010</li> </ul> <b>Outcome 1.2</b> <ul style="list-style-type: none"> <li>Town Centre Visits. Target 38,542 by 2010.</li> <li>Town Centre visitor satisfaction in range and choice of shops. Target 50% by 2009/10.</li> <li>Vacant Town Centre Floor Space. Target 6.5% by March 2010.</li> </ul> <b>Outcome 1.3</b> <ul style="list-style-type: none"> <li>Median workplace earnings in the Borough. Target increase earnings gap to 2% above the Lancashire average by March 2010.</li> <li>Number of Chorley residents moving into sustainable employment and ceasing to claim incapacity benefit and income support. Target 0.2% below the national average.</li> </ul>	<b>Outcome 2.1</b> <ul style="list-style-type: none"> <li>Reduce the number of neighbourhoods in the 20% most deprived nationally. Target achieve local targets for each area by March 2010.</li> </ul> <b>Outcome 2.2</b> <ul style="list-style-type: none"> <li>% decrease in teenage pregnancies. Target 55% by March 2010.</li> <li>Increase the number of visits young people make to leisure facilities. Target 462,994 visits p.a. by March 2010.</li> </ul> <b>Outcome 2.3</b> <ul style="list-style-type: none"> <li>Increase the % of older people involved in physical activity. Target increase to 20% by March 2010.</li> <li>Increase the % volunteering amongst older people. Target 64% by 2009/10.</li> </ul> <b>Outcome 2.4</b> <ul style="list-style-type: none"> <li>Increase the % of schools with healthy schools accreditation. Target 100% by March 2010.</li> <li>Increase the number of visits to leisure facilities. Target 800,000 visits p.a. by March 2010.</li> </ul> <b>Outcome 2.5</b> <ul style="list-style-type: none"> <li>Increase the % of people in rural wards satisfied with the Borough as a place to live. Target 95% by 2009/10</li> </ul>	<b>Outcome 3.1</b> <ul style="list-style-type: none"> <li>To maintain customer satisfaction with the service received from 'Contact Chorley'. Target 97% p.a.</li> <li>Increase the number of appropriate Council Services accessible through 'Contact Chorley'. Target 100% by March 2008.</li> <li>Increase the number of self service interactions through the Council's website. Target 10% increase in baseline each year of the strategy.</li> <li>Increase the number of appropriate Council Service available via 'self service'. Target 100% by March 2010.</li> <li>To lift performance in the partnership target neighbourhood working areas to the Borough average (Measured through BVPI 199A, B &amp; C).</li> <li>% of Council buildings accessible to disabled people. Target 96% by March 2008.</li> </ul> <b>Outcome 3.2</b> <ul style="list-style-type: none"> <li>% of people dissatisfied with opportunities to participate in decision making will decrease. Target 18% by 2009/10.</li> <li>% of people who have worked in a voluntary capacity during the last 12 months. Target 65% by 2009/10.</li> <li>% of people who feel that their communities are places where people get on well together will increase. Target 79% by 2009/10.</li> </ul>	<b>Outcome 4.1</b> <ul style="list-style-type: none"> <li>Tonnes of Carbon Dioxide emissions reduced via energy efficiency grants. Target reduction of 1000 tonnes by March 2010.</li> <li>Reduction in energy usage. Target 10% reduction by March 2010.</li> <li>Reduction of waste to landfill. Target 0.2% reduction by March 2010.</li> </ul> <b>New Outcome 4.2</b> <ul style="list-style-type: none"> <li>Recycling and composting performance (BV82). Target 50% by March 2010.</li> <li>Satisfaction with recycling (BV90). Target 73% by 2009/10.</li> <li>% increase in people reporting that the urban and rural environment has improved. Target increase by 10% by 2009/10.</li> </ul>	<b>Outcome 5.1</b> <ul style="list-style-type: none"> <li>Increase the % people satisfied with the Borough as a place to live. Target increase to 80% by 2009/10.</li> <li>Increase the % of people satisfied with parks and open spaces. Target increase to 80% by 2009/10.</li> <li>The number of parks receiving green flag status. Target 3 parks by March 2010.</li> <li>% of land assessed as having combined deposits of litter and detritus. Target 4.7% by March 2010.</li> </ul> <b>Outcome 5.2</b> <ul style="list-style-type: none"> <li>% of private sector housing empty for 6 months or more. Target 0.5% by March 2010.</li> <li>Affordable dwellings completed. Target 250 units by March 2009.</li> </ul> <b>Outcome 5.3</b> <ul style="list-style-type: none"> <li>Improve feelings of safety during the day. Target 90% by March 2008.</li> <li>Improve feelings of safety during the night. Target 50% by March 2008.</li> <li>Reduce Crime in the Borough (Target 15% by March 2008 in line with PSA1 targets)</li> </ul>	<b>Outcome 6.1</b> <ul style="list-style-type: none"> <li>Satisfaction with the way the Council runs things. Target 60% by 2009/10.</li> <li>To maintain efficiency savings of 3% per annum.</li> </ul> <b>Outcome 6.2</b> <ul style="list-style-type: none"> <li>% of Sustainable Community Strategy Projects achieved. Target 90% by March 2010.</li> </ul> <b>Outcome 6.3</b> <ul style="list-style-type: none"> <li>Staff satisfaction. Target 90% by March 2010.</li> </ul> <b>Outcome 6.4</b> <ul style="list-style-type: none"> <li>Improve CPA score and achieve a positive Direction Of Travel. Target achieve a CPA score of "Excellent" in 2008.</li> <li>% of Corporate Strategy projects achieved. Target 90% by March 2010.</li> <li>% of BVPI's in Upper Quartile. Target 45% March 2010.</li> <li>% of BVPI's improving. Target 80% March 2010.</li> </ul>
<b>KEY PROJECTS 2007 - 2008</b>	<ul style="list-style-type: none"> <li>Submit a proposal for an enterprise/green technology centre (1.1)</li> <li>Develop a succession strategy for the strategic regional site (1.1)</li> <li>Develop a three year investment strategy for the Town Centre including Market Walk (1.2)</li> <li>Deliver Market Walk phase two (1.2)</li> <li>Develop and deliver a markets action plan (1.2)</li> <li>Develop Chorley's first employment charter (1.3)</li> </ul>	<ul style="list-style-type: none"> <li>Deliver the vulnerable families project (2.1 &amp; 2.2)</li> <li>Establish Chorley's children's trust arrangements (2.2)</li> <li>Implement the Chorley Council elements of the play strategy (2.2)</li> <li>Deliver the 50+ active generation project (2.3)</li> <li>Develop the local sport and physical activity alliance (2.4)</li> </ul>	<ul style="list-style-type: none"> <li>Undertake customer profiling and develop an action plan (3.1)</li> <li>Determine neighbourhood working arrangements (3.1)</li> <li>Refresh the consultation and participation strategy and develop an action plan (3.2)</li> <li>Produce an action plan for the community forum areas (3.2 &amp; 2.5)</li> <li>Development of a community plan for Buckshaw (3.2)</li> </ul>	<ul style="list-style-type: none"> <li>Develop a climate change strategy for Chorley Council (4.1)</li> <li>Recycling and refuse contract renewal (4.1 &amp; 4.2)</li> <li>Develop a sustainable resources development plan for the Borough (4.2)</li> </ul>	<ul style="list-style-type: none"> <li>Continue to improve the green corridor of Chorley (5.1)</li> <li>Develop an affordable housing framework (5.2)</li> <li>Establish a choice based lettings scheme (5.2)</li> <li>Continue to develop the Multi-Agency Task and Coordination project to improve community safety (5.3)</li> </ul>	<ul style="list-style-type: none"> <li>Implement the Chorley BPA blueprint (6.1)</li> <li>Develop a locality plan to improve two tier local government (6.2)</li> <li>Deliver five pump primed projects in the LSP (6.2)</li> <li>Implement a shared Finance services with SRBC (6.3)</li> <li>Develop a workforce plan (6.3)</li> <li>Implement CRM (6.3)</li> <li>Improve the Councils CPA score (6.4)</li> </ul>

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**REPORT OF EXECUTIVE CABINET****CAPITAL PROGRAMME, 2007/08 - MONITORING**

1. The Executive Cabinet was presented with a joint report of the Deputy Chief Executive/Executive Director (Corporate and Customer) and the Assistant Chief Executive (Business Transformation and Improvement) monitoring the progress of the 2007/08 Capital Programme.
2. The report recommends a revision and increase of the agreed capital budget of £8,383,450 to £8,798,310 and outlines the principal reasons for the revised programme.
3. The full Council is responsible for decisions on the Capital Programme, so a copy of the report considered by the Executive Cabinet is attached in order that Councillors are aware of all the relevant factors.

**Recommendation**

4. The Council is recommended to approve the revised Capital Programme for 2007/08 in the sum of £8,798,310 and the appropriate financing arrangements, as set out in the appendices to the attached report.

COUNCILLOR ALAN CULLENS  
Executive Member for Resources

AU

There are no background papers to this report.

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Report of	Meeting	Date
Deputy Chief Executive/Executive Director – Corporate & Customer and the Assistant Chief Executive (Business Transformation and Improvement) (Introduced by the Executive Member for Resources, Councillor A Cullens)	Executive Cabinet	4 <sup>th</sup> October 2007

**DRAFT CAPITAL PROGRAMME MONITORING 2007/08**

**PURPOSE OF REPORT**

1. To update members on the progress of the 2007/08 Capital Programme, and to seek member support and approval for a number of recommendations from the Corporate Improvement Board.

**RECOMMENDATION(S)**

2. That the revised capital programme for 2007/08 in the sum of £8,798,310 be approved

**EXECUTIVE SUMMARY OF REPORT**

3. This report seeks approval to requested amendments and additions to the 2007/08 capital programme following a recent monitoring exercise and Corporate Improvement Board meeting.

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

4. To ensure that the Capital Programme reflects and is capable of assisting the delivery of the Council’s corporate priorities

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

5. None

**CORPORATE PRIORITIES**

6. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region	✓	Improved access to public services	✓
Improving equality of opportunity and life chance	✓	Develop the character and feel of Chorley as a good place to live	✓
Involving People in their Communities	✓	Ensure Chorley is a performing Organisation	✓



**BACKGROUND**

- 7. On 28<sup>th</sup> June 2007 Executive Cabinet approved the 2007/08 capital budget of £8,383,450. The programme is now forecast to be £8,798,310 and significant reasons for this increase are given below. A detailed analysis of the programme showing the changes is shown at Appendix 1.

**CAPITAL PROGRAMME MONITORING 2007/08**

- 8. The latest Capital Programme forecast for 2007/08 shows a increase in the programme of £414,860 to £8,673,310. The principal reasons for this are:
  - (a) Capitalised Restructuring Costs. An increased cost of £599,940 is largely associated with ongoing restructures. An application to CLG to have these costs capitalised will be submitted but we will not know whether we have been successful until later in the year. There is a small risk to the Council if approval is not received but if this the case the Council has the option of amortising the costs into the revenue account thereby replacing the capitalisation costs. The restructuring which result in the capitalisation cost will generate significant savings
  - (b) Thin Client. There has been some re-phasing of the thin client budget but due to the fact that we are able to use existing kit to host thin client we are not required to replace all our kit at once. This will result in an estimated in year saving of £248,850
  - (c) There is a requirement to fund the cost of repairs at Cotswold House. This is a term of the contract with CCH and a condition survey has highlighted urgent works. It is intended to use the Regional Housing Pot Capital Grant budget to finance the estimated £40,000 repair cost
  - (d) An increase of £55,000 is required to fund the staff costs associated with the Home Improvement Agency administration of grants. Again the Regional Housing Pot Capital Grant budget will be used to fund this expenditure.
  - (e) The net decrease of £95,000 in the Regional Housing Pot Capital Grant budget leaves £693,000 remaining.
  - (f) We have received government grant of £26,760 for Building Safer Communities and members will be informed of the way this money is proposed to be spent at the next Executive Cabinet meeting.
  - (g) As a term of the contract, inflation needs to be added to the budget of £200,000 for Leisure Centre Capital Investment. This has been calculated at £39,470 for three years starting 2005/06.

**HOW ARE WE PERFORMING?**

- 9. High level monitoring of the capital programme is carried out through 3 performance indicators, which have been described in previous Executive Cabinet reports. Table I lists these and shows targets and current performance.

Performance Indicator	Target 2007/08	Performance Sept 2007
1. The % of the capital programme budget actually spent	90	25
2. The % of projects using the toolkit	70	69
3. The % of capital schemes intended to be completed during the year actually completed	85	30

**Table 1 – Capital Programme 2007/08 – Key Performance Indicators**

**PROGRAMME BOARD RECOMMENDATIONS – NEW PROJECTS**

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Streetscene, Neighbourhoods and Environment.	✓

**COMMENTS OF THE DIRECTOR OF STREETSCENE, NEIGHBOURHOODS AND ENVIRONMENT**

11. There are a number of projects contained in the programme which are due to start in the next part of this financial year. However in relation to the particular item I would make the following comments.
12. The Council approve a sum of £40k to be spent as alley gate schemes. Presently alley gate schemes are being progressed. Some of the schemes still require resident support and we shall continue to work with residents to progress all schemes.

PAUL MORRIS  
EXECUTIVE DIRECTOR – CORPORATE AND CUSTOMER

GARY HALL  
ASSISTANT CHIEF EXECUTIVE (BUSINESS TRANSFORMATION AND IMPROVEMENT)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Barbara Charnock	5457	14 Sept 07	Cap Mon Sept 07

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**Capital Programme - 2007/08 to 2009/10**

## Scheme

**Strategy Group****Policy & Performance**

	2007/08 Current Estimate £	Slippage previously reported £	Slippage at 2006/07 outturn £	Other Changes £	2007/08 Revised Estimate £	2008/09 Current Estimate £	2008/09 Other Changes £	2008/09 Revised Estimate £	2009/10 Current Estimate £	2009/10 Other Changes £	2009/10 Revised Estimate £	Total 2007/08 to 2009/10 £
A	40,000				40,000	40,000		40,000	40,000		40,000	120,000
A			14,840		14,840							14,840
B	15,650			(6,000)	9,650							9,650
A	350	4,000	(4,350)		0							0
A				6,000	6,000							6,000
A			19,950	40	19,990							19,990
B	50,000			(10,000)	40,000							40,000
	<b>106,000</b>	<b>4,000</b>	<b>30,440</b>	<b>(9,960)</b>	<b>130,480</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>210,480</b>
	<b>106,000</b>	<b>4,000</b>	<b>30,440</b>	<b>(9,960)</b>	<b>130,480</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>210,480</b>

**Corporate & Customer Challenge Group****Customer, Democratic & Legal Services**

B				50,000	50,000							50,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>

**Finance**

A			67,060	599,940	667,000							667,000
	<b>0</b>	<b>0</b>	<b>67,060</b>	<b>599,940</b>	<b>667,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>667,000</b>

**Human Resources**

B	30,000				30,000							30,000
B	68,500				68,500							68,500
	<b>98,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,500</b>

e-Enabling HR systems - Training  
HR Management System**Human Resources Total****ICT Services**

A	30,000				30,000							30,000
B	122,000		15,000		137,000	30,000		30,000	30,000		30,000	137,000
B	67,350				67,350							67,350
B	31,750				31,750							31,750
B		500,000		(248,850)	251,150		21,850	21,850		204,200	204,200	477,200
	<b>251,100</b>	<b>500,000</b>	<b>15,000</b>	<b>(248,850)</b>	<b>517,250</b>	<b>30,000</b>	<b>21,850</b>	<b>51,850</b>	<b>30,000</b>	<b>204,200</b>	<b>234,200</b>	<b>803,300</b>

Website Development (incl. ICT salary capitalisation)

Telephony

Data Storage Solution

Legal Case Management System

Thin Client Pilot/Full Integration

**ICT Services Total**

Appendix A

**Capital Programme - 2007/08 to 2009/10**

Scheme	2007/08 Current Estimate £	Slippage previously reported £	Slippage at 2006/07 outturn £	Other Changes £	2007/08 Revised Estimate £	2008/09 Current Estimate £	2008/09 Other Changes £	2008/09 Revised Estimate £	2009/10 Current Estimate £	2009/10 Other Changes £	2009/10 Revised Estimate £	Total 2007/08 to 2009/10 £
<b>Property Services</b>												
Planned Maintenance of Fixed Assets	200,000			0	200,000	200,000		200,000	200,000		200,000	600,000
Affordable Housing Project (Site Assembly)	580,000				580,000	0		0	0		0	580,000
<b>Property Services Total</b>	<b>780,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>1,180,000</b>
<b>Corporate &amp; Customer Challenge Group Total</b>												
	1,129,600	500,000	82,060	401,090	2,112,750	230,000	21,850	251,850	230,000	204,200	434,200	2,798,800
<b>Environment &amp; Community Challenge Group</b>												
<b>Development &amp; Regeneration</b>												
Disabled Facilities Grants	300,000			55,000	355,000	300,000		300,000	300,000		0	655,000
Housing Renewal	105,000			(10,000)	105,000	200,000		200,000	200,000		0	200,000
- Home Repair Grants	135,000		(23,120)		101,880	0		0	0		0	105,000
- Energy Grants				10,000	10,000	0		0	0		0	10,000
- Handyperson Scheme	103,220				103,220	103,220		103,220	103,220		0	206,440
Regeneration Projects - Design Fees	95,000	576,530			576,530	0		0	0		0	576,530
Chorley Strategic Regional Site		(69,810)	7,890		33,080	0		0	0		0	33,080
Town Centre Paving Project			32,490		32,490	0		0	0		0	32,490
eDevelopment and Building Control Project			14,050		14,050	0		0	0		0	14,050
Groundwork Projects			7,500		7,500	0		0	0		0	7,500
Adlington Rail Station Improvements (S106 funded)	330,000				330,000	139,000		139,000	139,000		0	469,000
Common Bank - Big Wood Reservoir	79,720				79,720	122,900		122,900	122,900		0	202,620
Provision of Affordable Housing (S106 funded)	788,000			(95,000)	683,000	0		0	0		0	683,000
Regional Housing Pot Capital Grant funded schemes	100,000				100,000	0		0	0		0	100,000
Delivering the Chorley Town Centre Strategy				10,000	10,000	0		0	0		0	10,000
Marketing Chorley				40,000	40,000	0		0	0		0	40,000
Returfishment of Cotswold House Homeless Unit						0		0	0		0	0
<b>Development &amp; Regeneration Total</b>	<b>2,035,940</b>	<b>506,720</b>	<b>38,810</b>	<b>10,000</b>	<b>2,591,470</b>	<b>865,120</b>	<b>0</b>	<b>865,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,456,590</b>
<b>Leisure &amp; Cultural Services</b>												
Leisure Centres Capital Investment	200,000	450,000	26,780	39,470	716,250	200,000	29,050	229,050	200,000	37,070	237,070	1,182,370
Duxbury Park Golf Course capital investment	476,230		(10,990)		465,240	34,850		34,850	34,850		0	500,090
Astley Park Improvements - Construction	1,647,630		(2,940)		1,644,690	289,390		289,390	289,390		0	1,934,080
Brinscall Swimming Pool Refurbishment	190,000				190,000							190,000
Village Hall & Community Centres Projects	120,000				120,000							120,000
Astley Hall/Park CCTV	24,000				24,000							24,000
Pump Priming the Area Forum	50,000		2,500	(50,000)	0			0			0	0
YVP Extension Flood Alleviation				(2,500)	0			0			0	0
<b>Leisure &amp; Cultural Services Total</b>	<b>2,707,860</b>	<b>450,000</b>	<b>15,350</b>	<b>(13,030)</b>	<b>3,160,180</b>	<b>524,240</b>	<b>29,050</b>	<b>553,290</b>	<b>200,000</b>	<b>37,070</b>	<b>237,070</b>	<b>3,950,540</b>

**Capital Programme - 2007/08 to 2009/10****Scheme****Streetscene, Neighbourhoods & Environment**

	2007/08 Current Estimate £	Slippage previously reported £	Slippage at 2006/07 outturn £	2007/08 Other Changes £	2007/08 Revised Estimate £	2008/09 Current Estimate £	2008/09 Other Changes £	2008/09 Revised Estimate £	2009/10 Current Estimate £	2009/10 Other Changes £	2009/10 Revised Estimate £	Total 2007/08 to 2009/10 £
A			830		830							830
A			16,390		16,390							16,390
A	50,000		25,000		50,000	50,000		50,000	50,000		50,000	150,000
A			30,000		30,000							30,000
A			350		350							350
A			10,000	56,000	56,000		30,000	30,000		30,000	30,000	116,000
A		18,000		3,000	13,000							13,000
A			(12,970)		18,000							18,000
A	12,970			28,960	78,960							78,960
A	50,000				37,880	19,630		19,630				57,510
B	15,000	22,880			44,970							44,970
B	44,970			(13,670)	0							0
B	13,670			(15,290)	0							0
B	15,290				0							0
B	0	90,000			90,000							90,000
B		10,630			10,630							10,630
B					50,000							50,000
B	50,000				158,000							158,000
B	158,000				13,000							13,000
B	13,000				40,000							40,000
B	40,000			(3,000)	18,660							18,660
B		21,660			26,760							26,760
B				25,000	25,000							25,000
B												
B												
B												
<b>Streetscene, Neighbourhoods &amp; Environment Total</b>	<b>462,900</b>	<b>163,170</b>	<b>69,600</b>	<b>107,760</b>	<b>803,430</b>	<b>69,630</b>	<b>30,000</b>	<b>99,630</b>	<b>50,000</b>	<b>30,000</b>	<b>80,000</b>	<b>983,060</b>
<b>Environment &amp; Community Challenge Group Total</b>	<b>5,206,700</b>	<b>1,119,890</b>	<b>123,760</b>	<b>104,730</b>	<b>6,555,080</b>	<b>1,458,990</b>	<b>59,050</b>	<b>1,518,040</b>	<b>250,000</b>	<b>67,070</b>	<b>317,070</b>	<b>8,390,190</b>
<b>Capital Programme Total</b>	<b>6,442,300</b>	<b>1,623,890</b>	<b>236,260</b>	<b>495,860</b>	<b>8,798,310</b>	<b>1,728,990</b>	<b>80,900</b>	<b>1,809,890</b>	<b>520,000</b>	<b>271,270</b>	<b>791,270</b>	<b>11,399,470</b>

**Capital Programme - 2007/08 to 2009/10**

**Scheme**

**Financing the Capital Programme**

Prudential Borrowing  
 Unrestricted Capital Receipts  
 Housing Investment Programme Restricted Capital Receipts  
 Capital Receipt earmarked for Strategic Regional Site  
 Revenue Budget - Specific Revenue Reserves or Budgets

**CBC Resources**

Ext. Contributions - Developers  
 Ext. Contributions - Lottery Bodies  
 Ext. Contributions - Other  
 Government Grants - Disabled Facilities Grants  
 Government Grants - DEFRA  
 Government Grants - Housing Capital Grant  
 Government Grants - LPSA1  
 Government Grants - LABGI  
 Government Grants - Other

**External Funding**

**TOTAL CAPITAL FINANCING**

2007/08 Current Estimate £	Slippage previously reported £	Slippage at 2006/07 outturn £	2007/08 Revised Estimate £	2008/09 Current Estimate £	2008/09 Other Changes £	2008/09 Revised Estimate £	2009/10 Current Estimate £	2009/10 Other Changes £	2009/10 Revised Estimate £	Total 2007/08 to 2009/10 £
1,960,730	968,000		3,194,290	313,560	265,560	364,460	520,000	241,270	761,270	4,320,020
300,000		179,420	471,520	508,930	(7,900)	508,930	0	0	0	980,450
360,000	21,660	(23,120)	358,540	190,670	0	190,670	0	0	0	549,210
0	576,530		576,530							576,530
99,670	4,000	10,490	111,660		(2,500)					111,660
2,720,400	1,570,190	166,790	4,712,540	1,013,160	255,160	1,064,060	520,000	241,270	761,270	6,537,870
856,690	53,700	69,470	1,068,800	142,530	88,940	172,530	142,530	30,000	30,000	1,271,330
1,322,240			1,322,240	254,300		254,300	254,300		0	1,576,540
330,000			330,000	139,000		139,000	139,000		0	469,000
180,000			180,000	180,000		180,000	180,000		0	360,000
44,970			44,970							44,970
788,000			788,000							788,000
50,000			50,000							50,000
150,000			150,000							150,000
3,721,900	53,700	69,470	3,960,770	715,830	115,700	745,830	715,830	30,000	30,000	4,736,600
<b>6,442,300</b>	<b>1,623,890</b>	<b>236,260</b>	<b>8,673,310</b>	<b>1,728,990</b>	<b>370,860</b>	<b>1,809,890</b>	<b>520,000</b>	<b>271,270</b>	<b>791,270</b>	<b>11,274,470</b>
			<b>125000</b>		<b>125000</b>					<b>125000</b>



## **REPORT OF EXECUTIVE CABINET**

### **GENERAL REPORT**

1. The Executive Cabinet has met once on 4 October 2007 since the last ordinary meeting and this report summarises briefly the principal matters considered at that meeting. Separate reports appear on the Council's agenda in respect of two matters that require a specific Council decision.

### **Chorley Profile – A State of the Borough Report**

2. The Corporate Director (Business) made a short presentation to the Executive Cabinet on the updated Chorley Profile for 2007, also known as the State of the Borough Report.
3. The report contains a wide range of statistical and contextual information arranged around 13 topic areas highlighting the Borough's strengths and weaknesses. The profile reveals a Borough with a growing population, generally high average household incomes, high educational standards and facilities, a crime rate below the Lancashire average, and high employee and business growth rates. While there remains pockets of deprivation throughout the town, the report is optimistic in its identification of opportunities for economic and social growth.
4. The Executive Cabinet welcomes the Borough Profile as a useful reference source and evidence base for the Local Development Framework and future bids for external funding.

### **Revised Corporate Equality Scheme**

5. We approved and adopted a revised Equality Scheme for the Council.
6. Since the publication of the Council's first Equality Scheme in December 2006, the Government has published a revised Equality Standard for Local Government which sets out a number of new requirements for local authorities in relation to the equality and diversity agenda. In addition to ethnicity, disability and gender issues, the revised Equality Standard has been extended to cover age, sexuality and religion. We have taken this opportunity to also add rurality as a seventh strand of diversity within the revised Equality Scheme in order to make the Scheme more relevant and meaningful to a Chorley context.
7. The new Scheme also incorporates a framework for the design and delivery of services by the various Directorates after reviewing the relevance of their functions and policies against the seven identified strands of equality and diversity.
8. We hope that the revised Equality Scheme will help the Authority to achieve Level 3 of the Equality Standard by March 2009.

### **Consultation and Participation Strategy, 2007/08**

9. The Executive Cabinet approved and adopted a Consultation and Participation Strategy for 2007/08.
10. The Strategy sets out the main principles that the Council will need to adhere to when consulting the public. The Strategy contains an action plan for planned consultation exercises during the year, the feedback from which will be useful to future policy development and service planning. A toolkit is also being compiled for the guidance of staff responsible for consultation work.

11. The Strategy has been compiled to encourage effective engagement with the Council's customers and local communities and to ensure that consultation exercises are undertaken in a consistent and effective manner.

### **Value for Money Self-Assessment**

12. We received and noted the Council's 2007 Value for Money Assessment report to be presented to the Audit Commission for consideration as part of the annual review of the Authority's management of its resources.
13. The report provides an update on the Council's achievement in relation to value for money since the last Audit Commission inspection which awarded the Council the maximum score of 4.
14. The 2007 report contains examples of further efficiency savings and good practice that are continuing to improve services to the public and deliver required outcomes in our continual drive towards excellence.

### **Core Strategy Issues and Options Paper No 2**

15. The Executive Cabinet considered a report from the joint meeting of Chorley, Preston and South Ribble Councils' Local Development Framework Working Groups on the second version of the draft Core Strategy Issues and Options Paper.
16. The Paper has been produced as part of the exploration of major planning issues facing the Central Lancashire area covered by the three authorities, taking account of the recommendations within previous reports and the responses to the consultation on the first Issues and Options report.
17. The Paper, in particular, identifies the places and communities included within the combined area and the particular spatial issues that affect them. It sets out and explores the following three spatial options for growth within the area over the next 20 years.
  - Focus development on Preston City and other main urban areas;
  - Limit development to a few priority urban locations, but protect suburban ones;
  - Spread development between all main urban areas and identified rural service centres.
18. We approved the second draft Core Strategy Issues and Options Paper as presented to us for the purposes of further community and stakeholder consultation.

### **Mid-Term Progress on the Performance of the Council's Key Partnerships**

19. The Assistant Chief Executive (Business Transformation and Improvement) presented the Executive Cabinet with an update report on the performance of the Council's key partnerships. The report summarised the partnership arrangements and outlined the organisations involved, the main objectives and potential value of each partnership venture and the progress achieved so far against the targets set by the Management Action Plan for the current year.
20. The report reveals that satisfactory progress has been achieved against the Action Plan, with no significant issues of under-performance having been identified. A number of the key partnerships have yet to complete joint risk registers, but plans are in place to ensure completion before the end of 2007.

**Human Resources Directorate – Restructure**

21. The Corporate Director of Human Resources presented the Executive Cabinet with a report on proposals to restructure the Directorate.
22. The proposals entail the re-naming of the Directorate to the Human Resources and Organisational Development Directorate and the creation to two distinct functions (a Transactional Team and a Transformational Team).
23. The proposed new structure has been compiled to reflect the recent organisational changes and the move towards partnership arrangements and shared or outsourced services in some instances. The structure aims to provide a multi-skilled Human Resources team and function that will be capable of supporting the Council's role as the enabler and facilitator of improved services.
24. The Executive Cabinet approved the proposals for the purpose of consultation with affected staff and trade unions and agreed to pursue opportunities for joint working whenever appropriate and the progression of the Transactional agenda.

**Recommendation**

25. The Council is recommended to note this report.

COUNCILLOR P GOLDSWORTHY  
Executive Leader

AU

There are no background papers to this report.

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## REPORT OF DEVELOPMENT CONTROL COMMITTEE

## GENERAL REPORT

1. Since the last Council the Development Control Committee met on 11 September 2007 and 9 October 2007. This report refers briefly to the more significant proposals that were considered at these meetings.

11 September 2007Planning Application 07/00568/FULMAJ

2. We considered the above planning application that sought permission for the erection of three wind turbines on land at Cliff Farm, Mawdesley. The application had been a re-submission following the withdrawal of a previous submission in 2006 due to an objection from Natural England, which had required monitoring in response to issues related to Whooper Swans.
3. The proposed wind turbines would have each comprised a column 55m in height supporting a three-blade rotor with a radius of 24.1m. Each turbine would be supported on a 15m square foundation buried 3.5m below the ground level and would be located in a compound area.
4. In addition it was proposed to erect rectangular, metal control sheds adjacent to the base of each turbine and a further transformer shed. Access to the site would be via an existing track from Cliffs Farm with two new additional lengths added to be able to access each of the turbines.
5. The proposed turbines were to be located in an area of flat, open countryside located on Mawdesley Moss between the settlements of Mawdesley and Croston. The site comprised of a flat area of farmland situated within the Green Belt as defined by the Chorley Borough Local Plan Review.
6. Objections and comments had been received from a number of different organisations and residents that had been consulted on the proposed development that were contained within the body of the report.
7. The Committee received a comprehensive detailed report from the Planning Officers and representations from two objectors, a supporter, the applicant and the two ward representatives.
8. It was considered that the proposed turbines would harm the open character of the Green Belt by reason of their siting, height and overall scale and would constitute inappropriate development for which no very special circumstances had been adequately demonstrated and therefore conflicted with PPG2 'Green Belts' and Policy DC1 'Development in the Green Belt' of the Chorley Borough Local Plan and PPG24 'Planning and Noise'

9. It was also considered that the applicant had failed to submit adequate information to enable the local planning authority to assess the potential impact of noise from the proposed wind turbines and the possible affect upon residential amenity and the surrounding environment contrary to Policy EP20 'Noise' of the Chorley Borough Local Plan and PPG24 'Planning and Noise'
10. After considering all the information that had been provided and listening to the representations we refused planning permission of the development.

#### Planning Application 07/00685/FUL

11. We considered the above planning application for the demolition of existing dwelling and the erection of five detached house and two bungalows at 54, Lancaster Lane, Clayton-Le-Woods, Leyland
12. The detached bungalows would be located to the north of the site and one of the bungalows would front on to Lancaster Lane. The two storey dwelling houses would be set back further on the site.
13. The Committee received representations from the applicant's agent, an objector and the ward representatives.
14. It was noted that a previous application for development of the site had been refused and although the applicant felt that they had addressed the issues raised, one of the reasons for refusal had been the potential to an influx of sporadic similar developments within the area that had the potential to impact on highway safety and the character of the area, and we felt that this was still a serious consideration to bear in mind.
15. After considering the information in the officer's report and listening to the representations we decided to refuse planning permission.

9 October 2007

#### Planning Application 07/00684/FULMAJ

16. We considered the above planning application for the erection of 25 residential properties, access alteration and the provision of existing residents parking on land to rear of 243-289, Preston Road, Clayton-Le-Woods
17. The application site had originally been a sand quarry and had been used more recently to accommodate garage accommodation. The site was not strictly considered a brownfield site as the site had had the opportunity to regenerate following the previous uses on the site.
18. As part of the proposal 30% of affordable housing was proposed on the site that equated to 8 units. The affordable housing would be on the shared

ownership scheme and would be in partnership with the Housing Association, Progress Housing Group, who were the applicants for the proposal.

19. The proposal would incorporate a number of different types of accommodation on varying levels.
20. The Committee received representations from the Applicants agent, an objector and the ward representative.
21. There were some concerns in respect of the proximity of the proposed dwellings to the existing terraced properties on Preston Road. A few of the properties had not met the required spacing standards and as such would have detrimentally have impacted on the neighbours amenities. The agent had been made aware of this and the scheme had been subsequently amended.
22. After considering all the information contained within the officer's report and listening to the representations we decided to grant planning permission subject to a legal agreement.

#### Recommendation

23. That the report be noted.

COUNCILLOR H HEATON  
Chair of Development Control Committee

DS

There are no background papers to the report

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**REPORT OF LICENSING AND SAFETY COMMITTEE AND THE STATUTORY LICENSING COMMITTEE****GENERAL REPORT**

1. This report is a brief summary of the main items considered at meetings of the Licensing and Safety Committee and the Statutory Licensing Committee held on 19 September 2007 and 17 October 2007.

**LICENSING AND SAFETY COMMITTEE - 19 SEPTEMBER 2007****Licensing and Registration – Summary of Activity from 28 June 2007 to 31 August 2007**

2. We received and noted a report of the Corporate Director of Governance on the various licences and permits issued and the regulations effected by the Licensing Section for the period 28 June 2007 to 31 August 2007 under the Licensing Act 2003.

**Application for Licence to Drive Hackney Carriage/Private Hire Vehicles**

3. The applicant attended the meeting to make representations and answer questions from the Committee.
4. Following careful consideration of the application we agreed that it be refused on the basis that the applicant was not a fit and proper person to hold a private hire/hackney carriage drivers licence and we agreed the grounds for the decision.

**STATUTORY LICENSING COMMITTEE - 19 SEPTEMBER 2007****Review of Licensing Policy**

5. We noted that there was a requirement for the Council to review its licensing policy statement every three years as the existing policy statement came into effect on 7 January 2005.
6. We received a copy of the revised statement of licensing policy and noted that this was now being consulted upon. Members noted that the final document would be presented to Council for approval in December.

**Licensing Act 2003/Gambling Act 2005 – Summary of Activity From 28 June 2007 to 31 August 2007**

7. We received and noted a report detailing the various licences and permits issued and the regulations effected by the Licensing Section for the period 28 June 2007 to 31 August 2007 under the Licensing Act 2003 and Gambling Act 2005.

**LICENSING AND SAFETY COMMITTEE - 17 OCTOBER 2007****Presentation on polycarbonate glasses and test purchasing**

8. Sergeant Bushell, the Licensing Sergeant for the area, delivered a short presentation on polycarbonate glasses and the positive results of a local pilot. Members examined the range of glasses and noted the benefits for premises where there have been glass related instances.

9. Sergeant Bushell outlined the way a test purchasing operation was carried out. Members raised several queries and noted the safeguards put in place to protect the children who the police used to try and purchase alcohol.

#### **Licensing and Registration - Summary of Activity from 1 September 2007 - 1 October 2007**

10. We received and noted a report of the Corporate Director of Governance on the various licences and permits issued and the regulations effected by the Licensing Section for the period 1 September 2007 to 1 October 2007 under the Licensing Act 2003.

#### **Hackney Carriage/Private Hire Driver - Failure To Meet Medical Standard**

11. The driver attended the Committee to make representations and answer questions from Members.
12. We considered that from the medical evidence presented and the driver's confirmation that he was now administering medication in accordance with the instructions of his doctor that the driver was now fit to drive.
13. We resolved to lift the suspension of the licence and allow the driver to continue to drive subject to several conditions.

#### **STATUTORY LICENSING COMMITTEE - 17 OCTOBER 2007**

#### **Licensing And Registration – Summary of Activity From 1 September 2007 – 1 October 2007**

14. We received and noted a report detailing the various licences and permits issued and the regulations effected by the Licensing Section for the period 1 September 2007 to 1 October 2007 under the Licensing Act 2003 and Gambling Act 2005.

#### **Review of Licensing Policy**

15. At the previous meeting it was noted that there was a requirement for the Council to review its licensing policy statement.
16. We discussed amendments to the document and noted that the final document would be presented to Council for approval in December.

#### **Recommendation**

17. The Council is recommended to note the report.

COUNCILLOR MRS I SMITH  
Chairman of the Licensing and Safety Committee

RH

There are no background papers to this report.

## **REPORT OF OVERVIEW AND SCRUTINY AND PANELS**

### **GENERAL REPORT**

1. This report summarises the business transacted at a meeting of the Overview and Scrutiny Committee held on 1 October 2007, as well as a brief summary of the recent activities and matters discussed at meetings of the Environment and Community Overview and Scrutiny Panel and Corporate and Customer Overview and Scrutiny Panel. A note of the meeting of the Environment and Community Overview and Scrutiny Panel held on 18 October will be reported to the Council at its next meeting on 18 December 2007.

### **OVERVIEW AND SCRUTINY COMMITTEE – 1 OCTOBER 2007**

#### **Executive Cabinet – 4 October 2007**

2. I requested that the item on the Executive Cabinet agenda for the 4 October meeting regarding the annual refresh of the Corporate Strategy for 2007/08 – 2009/10 be discussed with the Members of the Committee.
3. We received from the Chief Executive an outline of the changes to the Corporate Strategy which would be the Council's key strategic document. It would be at the heart of the Council's corporate business planning process and the key driver for delivering Chorley Council's issues, priorities and strategic outcomes. In line with the corporate business planning process, the three year Corporate Strategy was reviewed and refreshed on an annual basis and where appropriate changes recommended, including the introduction of new key projects which would deliver real improvements to the community.

#### **Chorley Markets Update**

4. The Committee at its meeting held on 2 August 2007 agreed that a report be submitted to this meeting on the progress made with Chorley Markets.
5. The report submitted by the Corporate Director (Business) indicated that a Markets Steering Group had been formally established in May 2007 with trader representatives from both the covered and flat iron markets meeting with Council Officers, with a jointly prepared Action Plan. The Action Plan showed that considerable progress had been made and the report indicated the key achievements that had been made to date. We noted that some of the recommendations from the Scrutiny Inquiry into Chorley Markets had been utilised by the Working Group.

#### **Capital Programme 2007/08 – Monitoring**

6. We received a report from the Assistant Chief Executive (Business Transformation and Improvement) updating the Committee on the progress of the 2007/08 Capital Programme and setting out a recommendation from the Corporate Improvement Board for approval by the Executive Cabinet.
7. The report indicated that the latest Capital Programme forecast for 2007/08 showed an increase in the programme of £414,860 to £8,673,310 and the significant reasons for the increase were set out in the report.

**A customer focussed Council – Implementing the outcomes of Chorley’s Business Process Review**

8. I accepted as urgent, consideration of this item, not included on the agenda in order for Members of the Committee to receive clarification on the Council’s shared financial services arrangements with South Ribble.
9. The Assistant Chief Executive (Business Transformation and Improvement) clarified the proposals for Chorley and South Ribble Councils to share financial services. He also clarified the robustness of the projected financial arrangements and explained how the proposed joint working arrangements would be delivered as well as the contingency plans in the event of joint working arrangements not being realised. A report setting out the proposals and arrangements would be submitted to the December Executive Cabinet.

**ENVIRONMENT AND COMMUNITY OVERVIEW AND SCRUTINY PANEL – 13 SEPTEMBER 2007**

10. The Panel received the first quarter Business Plan Monitoring Statements for the period 1 April 2007 to 30 June 2007 relating to the undermentioned Directorates whose service and functions fall within the remit and responsibility of the Panel.
  - Leisure and Culture
  - Development and Regeneration
  - Streetscene, Neighbourhoods and Environment
11. The Assistant Chief Executive (Business Transformation and Improvement) attended the meeting to answer Members questions specifically relating to the process changes and their effect on the system of payment of invoices.
12. The previous Monitoring Statements that had been submitted to the Panel had shown that the performance target for the processing of invoices within 30 working days for many Directorates had not been achieved and that immediate action was required to improve the performance.
13. The Panel was informed that the process of the payment of invoices was moving away from the previous paper system to a new e-enabling process. There was now a change in emphasis in terms of financial control and it had taken time for key members of staff to become acquainted with the new system. Staff were now trained up and there was now a marked improvement in performance.
14. The Panel also received the Business Plan Monitoring Statement for the Leisure and Culture Directorate with Members asking questions about the transfer of community centres into community management and that the Tatton Community Centre has now been transferred, even though it had not met the target date of 1 September 2007. There would be other transfers taking place, including Eaves Green and Gillibrand.
15. The Corporate Director (Business) introduced the Business Plan pointing out the impact upon her Directorate of the vacant posts and the progress made on filling these posts. Some posts had been filled and those currently being advertised, an encouraging response had been received.
16. The Business Plan for the Neighbourhoods Directorate was submitted which highlighted those areas of performance below target, which included missed collections per 100,000, percentage racist and offensive graffiti removed within 2 working days, percentage of graffiti removed within 28 working days and sickness absence. Action Plans had been compiled to address all these issues.

17. The Panel noted that two working groups had been established to find improvements in customer satisfaction with kerbside recycling and cleanliness in the Borough. Service Improvement Plans had been prepared with some implemented. The Working Groups were required to report by 30 November with a thorough review of satisfaction and dissatisfaction issues with recommendations for improvement.
18. The Panel requested that it receives the reports of the Working Groups at a future meeting.

#### **CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL – 25 SEPTEMBER 2007**

19. This report sets out a brief summary of the main items considered at the meeting of the Corporate and Customer Overview and Scrutiny Panel held on 25 September 2007.

#### **Decriminalised Parking Enforcement – Monitoring of Inquiry Recommendations**

20. The Panel received the report of the Corporate Director (Neighbourhoods) outlining progress following recommendations made by the Corporate and Customer Overview and Scrutiny Panel to the Executive Cabinet on 29 June 2006.
21. The recommendations were discussed and it was noted that excellent progress had been made. Since the agenda was published the agency agreement had been signed. The recommendation relating to the creation of recognised permit for registered carers within Chorley and South Ribble Primary Care Trust area had been actioned by Chorley Borough Council and South Ribble Council rather than by Lancashire County Council.
22. The Panel agreed that this was to be the last update report for this Inquiry.

#### **Quarterly Business Plan Monitoring Statements**

23. The Panel received the Business Plan Monitoring Statements for the period April 2007 to June 2007 for Human Resources, Information, Communication Technology Services, Customer, Democratic and Legal Services and Financial Services.
24. Members clarified aspects of the Business Plans and Performance Indicators with those Directors present at the meeting.
25. The Panel noted the key messages and service developments in each Directorate as outlined in the reports. Members noted that the indicator for invoices processed within 30 days was improving and that the overall figure was on target.

#### **Scrutiny Inquiries – Efficiency Gains and Absence Management**

26. The Panel heard that the first meeting of the Absence Management Sub-Group would be held on 3 October 2007 at 6.30pm. A briefing meeting had taken place with the Chair to set the agenda for the meeting.
27. The next meeting of the Efficiency Gains Sub-Group was scheduled for the following night and would be considering the evidence gathered so far and determining the witnesses to receive feedback from.

**Recommendations**

28. The Council is recommended to note this report.

COUNCILLOR D EDGERLEY  
Chair of Overview and Scrutiny Committee

GKB

There are no background papers to this report.

## REPORT OF AUDIT COMMITTEE

## GENERAL REPORT

1. This report gives a brief summary of the items discussed at the meeting of the Audit Committee held on 27 September 2007.

Financial Statements 2006/2007

2. The Audit Commission had audited the Financial Statement of Accounts for 2006/2007 and although there were no changes to the Council's financial position, a number of technical changes had been made to reflect the Council's activity more accurately.
3. The main change had centred on the Income and Expenditure Account for the year ended 31 March 2007. The general fund showed a deficit that did not actually exist. The Statement of Recommended Practice (SORP) had dictated the figures be recorded this way to reflect the activity concerning the Large Scale Voluntary Transfer process.

Annual Governance Report

4. The Audit Commission submitted their Annual Governance Report that provided a summary of the work undertaken during the 2006/2007 audit of the accounts.
5. At the time the report had been issued, work on the financial statements had been substantially complete, there had been a few outstanding issues that had since been resolved and they were confident of issuing an unqualified audit opinion on 28 September 2007.
6. The Audit Commission had been satisfied that the Council's Governance Assurance Statement had been prepared in accordance with proper practice and was consistent with the findings from their audit.
7. The work on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources had also been completed and they would also be issuing an unqualified conclusion on the Value of Money on 28 September 2007
8. The Audit Commission had commented that it had been extremely tight to turn the accounts around and they intended to meet with the Authority to address the issues within the timetable for the closure of accounts. However, it was felt that, the development of the shared financial arrangements that were now in place with our neighbours South Ribble Borough Council would improve the situation in the future.

9. The Chair commented on the importance of the potential consequences, had the Council missed the 30 September 2007 deadline. If this date had of been missed it would have impacted on the Authority's Value for Money (VFM) score, the Councils creditability would have been affected and we would have incurred even higher Audit Commission fees.

#### Annual Audit and Inspection Letter Progress Report

10. The Assistant Chief Executive (Business, Transformation and Improvement) submitted a report informing Members of the progress made against the actions recommended by the External audit in the annual inspection report for 2006.
11. Progress against all the actions had gone as planned, although further works had been needed in relation to the Corporate Strategy on targets that were currently not being met, in the main progress against most of the targets had been good.
12. The Committee felt reassured that the Council had put in place robust performance management arrangements that would identify when targets would not be met and what action would be taken to rectify the situation.

#### Local Code of Governance

13. The Assistant Chief Executive (Business Transformation and Improvement) submitted a report to explain the new requirement placed upon Council's to deliver and maintain a Local Code of Corporate Governance and presented to the Committee a draft Code that had been prepared in accordance with the guidance, for Members to a note and approve for further consultation.
14. The CIPFA SOLACE Framework identified 6 core principles that would underpin the council's system of governance and where ever possible references would be made to external or internal audit reports that would confirm the effectiveness of the arrangements that had been put into place.
15. The Committee would review and approve the draft statement prior to publication, but more importantly would have the responsibility for reviewing the adequacy and effectiveness of the Council's overall Governance arrangements.

#### Risk Management Framework

16. The Assistant Chief Executive (Business Transformation and Improvement) submitted a report, seeking approval of the Committee for the revised Risk Management Framework that set out the current approach for managing business risk within the Council.



17. The Council's arrangements for managing business had developed over time to reflect changes in "best practice" or to comply with new regulatory requirements. It would now be expected that the Authority's risk management arrangements would be recorded in a formal framework or strategy document, to be approved by the Members of the Audit Committee.
18. Members enquired if other plans, for example the Business Continuity Plan would be contained within the Risk Management Framework and it was agreed to amend the framework to show links to all other documents that were listed separately within the Council.

#### Strategic Risk Register

19. The Assistant Chief Executive (Business, Transformation and Improvement) submitted a report to explain the recently updated Strategic Risk Register and to provide Members with assurance, that the Council's arrangements for managing strategic risk, reflective best practice and was effective.
20. The Members of the Committee had been satisfied that the register demonstrated the processes in place were robust and working in practice, by delivery of the stated targets and felt confident that the Authority is managing risk effectively.
21. Members commented that it would be helpful to include timed delivery points in the register so that the Authority could measure its success in the future.

#### Internal Audit Strategy

22. The Assistant Chief Executive (Business Transformation and Improvement) submitted a report seeking approval of the new Internal Audit Strategy that had been a requirement of the latest CIFPA Code of Practice for Internal Audit.
23. There is now a requirement by the Council to conduct a review of the effectiveness of its system of internal audit, on that basis a self-assessment had been undertaken for 2006/2007. The review had identified no substantive compliance issues, except for the need to produce a formal Internal Audit Strategy.

#### Interim Report on Internal Audit Activities as at 14 September 2007

24. The Assistant Chief Executive (Business, Transformation and Improvement) submitted an interim report on the work that had been undertaken in respect of the Annual Internal Audit Plan during the first and second quarters of 2007/2008 and provided details on further reviews, investigations and other Internal Audit activities during the period.

25. The report highlighted a number of items of work that had been undertaken by the Internal audit Service on a wide range of areas across the Authority that fell under the following headings:

- Corporate Governance
- Risk Management
- Ant-Fraud and Corruption
- Review of Key Business Systems
- Review of Financial Systems
- Review of Key Operations

#### Recommendations

26. That the Council notes the report and the following resolutions of the Audit Committee:

That the Financial Statement of Accounts for 2006/2007 be approved.

That the Annual Governance Report be noted.

That the Annual Audit and Inspection Letter Progress report be noted and the Executive Cabinet be asked to provide a comprehensive report on the re-profiling of the four targets that had not been met in the Council's Corporate Strategy.

That the new Local Code of Governance be approved for further consultation.

That the amended Risk Management Framework be approved.

That the Strategic Risk Register update report be noted.

That the Internal Audit Strategy be approved.

That the Interim Report on Internal Audit Activities as at 14 September 2007 be noted.

COUNCILLOR A GEE  
Chair of the Audit Committee

DS

There are no background papers to this report.

Report of	Meeting	Date
Corporate Director of Governance (presented by the Deputy Leader)	Council	30 <sup>th</sup> October 2007

## PROPOSED REVISIONS TO THE CONSTITUTION

### PURPOSE OF REPORT

- To seek support for proposed revisions to the rules governing debate at Council meetings.

### RECOMMENDATION(S)

- That the revised Council Procedure Rules attached be adopted by the Council.
  - That the decision making powers of the General Purposes Committee be transferred to the Development Control Committee

### EXECUTIVE SUMMARY OF REPORT

- This is the first of a number of reports which will be presented over coming months proposing changes to the Constitution. Some of those changes should await the enactment of the current Local Government and Public Involvement in Health Bill. Those being proposed now are unlikely to be significantly affected by that piece of legislation.
- Changes to the current rules of debate for Council meetings are proposed. The proposed new rules are set out in appendix 2 with a detailed explanation of the proposals.
- It is suggested that the current functions of the General Purposes Committee in respect of footpaths should be transferred to the Development Control Committee.

### REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)

- The proposals aim to ensure that decisions are made in an effective manner, that the rules for debate at Council meetings are clear and easily understood and that the Council meeting provides a forum for quality political debate.

**CORPORATE PRIORITIES**

7. This report relates to the following Strategic Objectives:

Put Chorley at the heart of regional economic development in the central Lancashire sub region		Improved access to public services	
Improving equality of opportunity and life chance		Develop the character and feel of Chorley as a good place to live	
Involving People in their Communities		Ensure Chorley is a performing Organisation	√

**BACKGROUND**

8. The Council Procedure Rules are currently quite difficult to follow. Many of the proposed changes aim simply to clarify existing rules by rewording or by bringing together related provisions. More significantly though are the following:
- a. The rules governing questions being asked without notice are amended. The current rules say that members may ask “a question upon the report or an item within it”. Historically this has been interpreted as allowing a member to ask only one question for example in relation to the Cabinet report. More recently a more flexible interpretation has been adopted. The proposal is that Members may ask as many questions as they want in total but only one on each item within the report.
  - b. The requirement for Development Control, Licensing and General Purposes Committees to report to Council is removed. As these Committees are regulatory in nature it is generally inappropriate to reopen a debate at Council on a decision which has already been made. This change will not though prevent a Committee referring an item to Council for a decision.
  - c. A new category of “Special” Council meetings is created with more flexible rules of debate, it is envisaged that there will be at least two Special Council meetings, one for the Budget and one for Corporate Strategy. Other Special meetings may be arranged to discuss other very significant items of business which require the whole of a Council meeting to be devoted to them. It is hoped that this change will allow for significant political debate on the strategic issues which are most important to the Council.
  - d. A new rule is introduced requiring petitions to be presented to Council. This will not apply to petitions which relate to specific planning or licensing matters (which will continue to be presented to the relevant decision making body). For other petitions though it provides a formal process for considering petitions which is currently lacking.
10. The main functions of the General Purposes Committee relate to the making of footpath orders. The proposed transfer of these functions reflects the fact that the Council’s role in these matters has been significantly diminished following the demise of the Highways Agency. In relation to most footpath orders the Council is acting as a consultee and technically the right to respond lies with the Executive Member. The Council does retain rights to make footpath orders associated with development and it seems appropriate that responsibility for these should lie with the Development Control Committee.

**IMPLICATIONS OF REPORT**

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal	√		

CHIEF OFFICER NAME – ANDREW DOCHERTY

CHIEF OFFICER DESIGNATION – CORPORATE DIRECTOR OF GOVERNANCE

***PLEASE REMOVE THIS NOTE It is a legal requirement to identify any background papers for reports which are to be considered in the open part of the meeting. These are documents which relate to the subject matter of the report, disclose any facts or matters on which the report or an important part of it is based and which were relied upon to a material extent in preparing the report. It is not necessary to list any published works.***

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
A.Docherty	5102	9/10/2007	ADMINREP/REPORT

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<b>New Rules</b>	<b>Description of changes/issues</b>
<p>Part A - Council Procedure Rules</p> <p><b>1. MEETINGS OF THE COUNCIL</b></p> <p><b>Types of Council meeting</b></p> <p>1.1 The Council meets collectively for four types of meetings:</p> <ul style="list-style-type: none"> <li>i) The Annual meeting</li> <li>ii) Ordinary meetings</li> <li>iii) Extraordinary meetings</li> <li>iv) Special meetings</li> </ul> <p><b>The Annual Meeting</b></p> <p>1.2 The annual meeting take place once a year. In a year in which there is an ordinary election of Councillors, the Annual Meeting of the Council must be held within 21 days of the retirement of the outgoing Councillors. In any other year the Annual Meeting must be held in May.</p> <p>1.3 The Annual Meeting of the Council will normally be held at 6.30pm on the third Tuesday in May of each year but either the Council or the Mayor may direct that it be held on a different date or time. The Mayor can only use this power if he issues the direction before the summons to attend the Meeting has been sent to Councillors.</p> <p>1.4 The Annual Meeting shall:</p> <ul style="list-style-type: none"> <li>i) approve as a correct record and sign the minutes of the last meeting of the Council.</li> <li>ii) receive any declarations of interest from Members;</li> <li>iii) elect the Mayor;</li> </ul>	<p>Preamble has been deleted as it added little</p> <p>Sub headings have been added throughout the Rules for ease of reference.</p> <p>1.1 is new as is the category of Special meetings. The idea is that we distinguish between the routine Council meetings and those which for a specific purpose e.g. to set the budget, to adopt a plan, to grant Freedom of the Borough.</p> <p>All the rules relating specifically to the annual meeting have been brought together.</p> <p>1.2 The dates have been changed to reflect the current law and practice.</p> <p>1.3 Reworded. No change in effect.</p> <p>1.4 This was formerly clause 1.6 but has additions which reflect practice e.g (i) &amp; (ii) do not appear in the current Rules.</p> <p>NB appointing the Executive will be a matter for the Leader if the LGIH Bill becomes law.</p>

	<ul style="list-style-type: none"> <li>iv) elect the Deputy Mayor;</li> <li>v) receive any announcements from the Mayor;</li> <li>vi) elect the Executive Leader;</li> <li>vii) agree the number of Members to be appointed to the Executive and appoint those Members;</li> <li>viii) appoint such Committees and Sub-committees of the Council as it may consider appropriate, but including at least one Overview and Scrutiny Committee and a Standards Committee, and determine their terms of reference;</li> <li>ix) unless the Council determines otherwise, appoint Members to be the Chairs and Vice-Chairs of those Committees and Sub-committees;</li> <li>x) approve a programme of Ordinary Meetings of the Council for the ensuing Municipal Year; and;</li> <li>xi) Consider any other business set out in the agenda.</li> </ul>
<p>This makes specific something which was implied in the previous Rules.</p>	<p><b>Ordinary Meetings</b></p> <p>1.5 Ordinary meetings of the Council will take place in accordance with a programme decided at the Annual Council meeting. The agenda for these meetings is set out in Rule 5.</p>



<p><b>Extraordinary meetings</b></p> <p>1.6 Extraordinary meetings may be called to deal with specific business set out in the summons for the meeting. No other business may be transacted at an Extraordinary meeting.</p> <p>1.7 Any of the following may call on the Chief Executive to summon Members to attend an Extraordinary Meeting;</p> <ul style="list-style-type: none"> <li>(a) The Mayor;</li> <li>(b) The Executive Leader;</li> <li>(c) Any five Members of the Council. These Members must first sign a requisition for an Extraordinary Meeting and present it to the Mayor. If the Mayor then refuses to call an extraordinary meeting or fails to do so within seven days of the presentation of the requisition then the Members may call on the Chief Executive to issue the summons for that meeting.</li> </ul> <p>1.8 Any call for an Extraordinary meeting should be in writing, specifying the business for which it is called, and delivered to the Chief Executive.</p> <p>1.9 On receiving a valid call for an Extraordinary Meeting, the Chief Executive shall forthwith summon the meeting.</p>	<p>The wording has been clarified but without any intention to change the meaning.</p> <p>Clause 1.8 prevents any urgent business being considered at an Extraordinary meeting.</p>
<p><b>Special Meetings</b></p> <p>1.10 The Council may, at the Annual Meeting, or at any other time make arrangements for special meetings. The principal business to be transacted at Special Meetings will be matters of more than usual importance to the Council.</p> <p>1.11 The meeting at which the Council tax is set and the meeting at which the Corporate Strategy is agreed will be designated Special Councils</p> <p>1.12 Special Meetings of the Council shall deal with the following business in</p>	<p>1.10 Sets out the purpose of special meetings.</p> <p>1.11 This regularises the current arrangements for the budget setting Council and gives the Corporate Strategy the same status. It may be that the Annual report should also be</p>

<p>considered at a special meeting or perhaps it should be considered alongside the Corporate Strategy.</p> <p>1.12 Special meetings will not have the reports from the Executive or Committees or, generally, receive notices of motion</p>	<p>order:</p> <ul style="list-style-type: none"> <li>i) choose a Member to preside if the Mayor and Deputy Mayor are not present;</li> <li>ii) approve as a correct record and sign the minutes of the last meeting of the Council;</li> <li>iii) receive any declarations of interest from Members;</li> <li>vi) receive any announcements from the Mayor, the Executive Leader, other Executive Members or the Chief Executive;</li> <li>vii) receive any public questions which have been notified and which relate to the business to be transacted at the meeting;</li> <li>viii) consider the special business for which the meeting has been called and which is specified in the summons for the meeting;</li> </ul>
<p>No change.</p>	<p><b>Venue for meetings</b></p> <p>1.13 All meetings of the Council shall be held at the Town Hall, Chorley unless the Council decides otherwise.</p>
<p>Minor rewording.</p>	<p><b>2. PRESIDING AT MEETINGS OF THE COUNCIL</b></p> <p>The Mayor, if present, shall preside at a meeting of the Council. If the Mayor is absent, the Deputy Mayor shall preside. If both are absent, the Council will select another Member to preside. Any person presiding at a meeting of the Council may exercise any power or discharge any duty of the Mayor in relation to the conduct of the meeting.</p>
<p>This has been slightly reworded. The Access to Information Rules now usually require notice of meetings to be given to the public 5 clear days before</p>	<p><b>3. NOTICE OF AND SUMMONS TO ATTEND MEETINGS</b></p> <p>The Chief Executive will give notice to the public of the time and place of meetings of the Council, in accordance with the Access to Information Rules. At</p>

<p>or before giving that notice and, in any case, at least three clear days before a meeting, the Chief Executive will also send a summons, signed by him or her, to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of the meeting and specify the business to be transacted. It will be accompanied by such reports in relation to the business as are available.</p>	<p>a meeting. The change ensures that the Summons to Members goes out at the same time as or before any public notice. This reflects current practice.</p>
<p><b>4. QUORUM AND LENGTH OF MEETINGS</b></p> <p><b>Quorum</b></p> <p>4.1 The quorum for Council meetings is one-quarter of the Membership.</p> <p><b>Effect of no quorum or failure to conclude business by 10 p.m.</b></p> <p>4.2 Any meeting of the Council shall immediately adjourn if;</p> <p>(a) the Mayor, after counting the number of Members present, declares that there is not a quorum; or</p> <p>(b) the business of the meeting has not been concluded by 10pm.</p> <p><b>Meeting to consider outstanding business</b></p> <p>4.3 Any remaining business shall be considered at a time and date fixed by the Mayor at the time the meeting is adjourned, or, if the Mayor does not then fix a time, at the next Ordinary Meeting of the Council.</p>	<p>4.1 has been rewritten but the sense is the same</p>
<p><b>5. ORDINARY MEETINGS OF THE COUNCIL</b></p> <p><b>Agenda and Order of Business</b></p> <p>5.1 Ordinary Meetings of the Council shall deal with the following business in order:</p>	<p>DC, Licensing and GP will no longer report to Council.</p> <p>A provision for Standards and Audit Committees to report has been retained so that they have a clear</p>

right of direct access to Council on any issues of importance. The other Committees may, of course, still refer matters to Council for a decision.

- i) choose a Member to preside if the Mayor and Deputy Mayor are not present;
- ii) approve as a correct record and sign the minutes of the last meeting of the Council;
- iii) receive any declarations of interest from Members;
- iv) receive any announcements from the Mayor, the Executive Leader, other Executive Members or the Chief Executive;
- v) receive any public questions which have been notified;
- vi) receive and consider reports from the Executive and the Overview and Scrutiny Committee of the Council;
- vii) received and consider any report from the Standards and Audit Committees;
- viii) receive answers to questions notified under Rule 7;
- ix) consider any other business that may be specified in the summons to attend the meeting; and
- x) consider motions of which notice has been given under Rule 9;
- xi) consider any other item of business which, in the opinion of the Mayor, must be considered as a matter of urgency.

**Varying Order of Business**

5.2 The order of business may be varied:

- (a) by the Mayor at his or her discretion; or
- (b) by a resolution of the Council passed at the meeting on a motion

<p>duly moved and seconded.</p> <p>5.3 Any such motion, once moved and seconded, shall be put and then voted on without discussion.</p>	
<p><b>6. PUBLIC QUESTIONS</b></p> <p>6.1 Members of the public may ask a question on any item on the Agenda for the Council meeting but must submit their questions to the Chief Executive by midday on the day, two working days before the day of the meeting.</p> <p>6.2 A Member of the public may when asking their question speak for up to three minutes to explain the context for the question.</p> <p>6.3 Having received an answer to their question the Member of the public may ask one supplementary question.</p> <p>6.4 Questions shall be directed to the Mayor, the Executive Leader, any other Executive Member to whose portfolio responsibilities the matter relates or the Chair of a relevant Committee of the Council.</p> <p>6.5 If he considers that the question could more appropriately be answered by another Member, a Member to whom a question is directed may with the agreement of the other Member, refer the question to him.</p> <p>6.6 The maximum time allowed for public questions at a meeting of the Council will be thirty minutes. Any question which is unanswered at that time will receive a written response.</p>	
<p><b>7. QUESTIONS BY MEMBERS ON REPORTS (NO NOTICE)</b></p> <p>7.1 When a report of the Executive or of a Committee of the Council is under consideration or being received at a meeting of the Council, a Member may, without prior notice, ask a question upon an item within the report. Any further questions asked by the Member must relate to a different matter within the report.</p>	<p>Heading altered</p> <p>The Rule that Members may only ask one question has been retained but clarified that it is on an item within the report.</p>

<p>7.2 The Member shall direct the question to the Executive Leader, Committee Chair or other Member submitting the report or moving its acceptance.</p> <p>7.3 The Member to whom a question has been put may decline to answer or, if he considers that the question could more appropriately be answered by another Member, may with the agreement of the other Member, refer the question to him.</p>	<p>7.3 currently the Leader may refer a question to an Exec Member. The new provision allows e.g. an O&amp;S Chair to bring in the Exec Member.</p>
<p><b>8. QUESTIONS BY MEMBERS – WITH NOTICE</b></p> <p><b>Questions which may be asked</b></p> <p>8.1 A Member may ask a question on any matter in relation to which the Council has powers or duties or which affects the Borough but must first give notice in accordance with Rule 8.2.</p> <p><b>Procedure for Notice</b></p> <p>8.2 The notice must be in writing and state the full wording of the question and specify the Member of the Council to whom it is directed.</p> <p>8.3 The question may be directed to the Mayor, the Executive Leader, any other Executive Member to whose portfolio responsibilities the matter relates or the Chair of a relevant Committee of the Council.</p> <p>8.4 The notice must be given to the Chief Executive and received by him or her not less than three clear days before the day of the meeting at which the question is to be asked (which means that the day that the notice is received and the day of the meeting are not counted)</p> <p><b>Answering Questions</b></p> <p>8.5 Every question under this Rule shall be put and answered without</p>	<p>The order of this Rule has been changed and some of the wording altered but the sense is unaltered.</p> <p>In 8.4 the wording has been changed to match that for notices of motion so that the notice has to be received by the Chief Executive. The meaning of the term “clear days” is now spelled out.</p> <p>The current provision for short notice has been omitted</p>

<p>discussion.</p> <p>8.6 The Member to whom a question has been put may decline to answer or, if he considers that the question could more appropriately be answered by another Member, may with the agreement of the other Member, refer the question to him.</p> <p>8.7 If the Member to whom a question under this Rule has been directed is not present at the meeting, the question may at the meeting be addressed to and answered by some other appropriate Member, if that Member so agrees.</p> <p>8.8 An answer may take the form of:</p> <ul style="list-style-type: none"> <li>(a) a direct oral answer;</li> <li>(b) where the desired information is contained in a publication of the Council or other published work, a reference to that publication; or</li> <li>(c) where the reply to the question cannot conveniently be given orally, a written answer circulated later to the questioner.</li> </ul> <p><b>Supplementary questions</b></p> <p>8.10 A Member who has received an answer to a question given on notice may ask one supplementary question arising from the answer given.</p>	<p>8.7 again a question may now be referred to any Member</p> <p>8.10 is a new provision for supplementary questions</p>
<p><b>9. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE</b></p> <p>The following motions and amendments may be moved without notice:</p> <ul style="list-style-type: none"> <li>(a) the appointment of a chairman of the meeting at which the motion is moved;</li> <li>(b) motions relating to the accuracy of the minutes;</li> </ul>	<p>The order of the Rules has been altered so that these now come before motions requiring notice.</p> <p>A reference in the existing Rules to Rule 15 (which appears to be an error) has been deleted.</p> <p>The former Rule 9 (r) has been deleted as it relates to repealed legislation.</p>

<p>(c) changing the order of business in the Agenda;</p> <p>(d) to refer something to an appropriate body or individual;</p> <p>(e) the receipt of reports of the Executive, Committees or Officers and the adoption of recommendations contained in them;</p> <p>(f) to pass relevant resolutions arising from any other item of the Agenda;</p> <p>(g) that leave be given to withdraw a motion;</p> <p>(h) extending the time limit for speeches;</p> <p>(i) amendments to motions;</p> <p>(j) to proceed to the next business;</p> <p>(k) that the question be now put;</p> <p>(l) to adjourn a debate;</p> <p>(m) to adjourn the meeting;</p> <p>(n) to suspend any one or more of these Rules, in whole or in part;</p> <p>(o) to exclude the public and press in accordance with the Access to Information Procedure Rules;</p> <p>(p) that a Member named under Rule 12 be not further heard or do leave the meeting;</p> <p>(q) giving a consent of the Council where the consent of the Council is required by these Rules.</p>	<p>10.1, 10.4 and 10.5 have been reworded for clarity</p>
<p><b>10. NOTICES OF MOTION</b></p>	



	<p><b>Procedure for Notice</b></p> <p>10.1 If Rule 8 does not apply then a motion can only be moved if notice of it has been given. The notice must be signed, by at least one Member of the Council, and must be received by the Chief Executive at least five clear days before the meeting at which it is proposed to move the motion (meaning that the day of delivery and the day of the meeting are excluded).</p> <p><b>Subject matter for motions</b></p> <p>10.2 A motion of which notice is given under this Rule must be about a matter or matters for which the Council has a responsibility or which affect the Borough.</p> <p><b>Procedure for handling notices of motions</b></p> <p>10.3 On receipt of a notice of a proposed motion, the Chief Executive shall enter details of the notice and the proposed motion, including its date and time of receipt, in a book open to public inspection.</p> <p>10.4 Motions for which notice has been validly given shall be listed on the Agenda in the order in which they have been received unless the Member who gave the relevant notice states in writing to the Chief Executive that he or she proposes to move it to a later meeting or withdraw it.</p> <p><b>Motions not moved and seconded</b></p> <p>10.5 Any motion which appears on the Summons which is not moved and seconded at the meeting will be treated as withdrawn, unless its postponement is agreed.</p>
	<p><b>11. MINUTES OF PREVIOUS MEETINGS</b></p> <p><b>Moving the approval of minutes</b></p>

<p>11.1 When minutes of previous meetings are before a meeting, the Mayor shall move or invite a motion that the minutes be approved and signed as correct records.</p> <p><b>Limits on Discussion</b></p> <p>11.2 The accuracy of the minutes may be raised but no other discussion is allowed. If no question as to the accuracy of the minutes is raised, or if such a question is raised, then, as soon as it has been disposed of, the Mayor shall sign the minutes.</p> <p><b>Procedure at Extraordinary Meetings</b></p> <p>11.3 The minutes of an Ordinary or Special Meeting of the Council may be signed at the next Ordinary Meeting of the Council, rather than at the next following meeting, if the next following meeting is an Extraordinary Meeting.</p>	<p>Added the word "invite a motion" to reflect current practice</p> <p>11.2 has been reworded</p>
<p><b>12. RULES OF DEBATE FOR COUNCIL MEETINGS</b></p> <p><b>No speeches until motion moved and seconded</b></p> <p>12.1 A motion or amendment shall not be discussed unless it has been proposed and seconded.</p> <p><b>Right to require motion in writing</b></p> <p>12.2 The Mayor may require that any motion which has been moved without notice be put into writing and handed to him before it is discussed.</p> <p><b>Seconders' Speech</b></p> <p>12.3 A Member who seconds a motion or amendment may make his speech immediately or may indicate that he wishes to reserve his speech until a later period of the debate.</p>	<p>Amendments have been made throughout without altering the sense</p> <p>12.1 &amp; 12.2 have been separated out for convenience</p>

<p style="text-align: center;">12.5 is new</p>	<p><b>Mayor to determine order of speeches</b></p> <p>12.4 A Member who wishes to make a speech should indicate that wish to the Mayor. The Mayor will call on one Member to speak. All other Members shall remain seated. A Member may, however, rise on a point of order or point of personal explanation at any time.</p> <p><b>Members to stand when making a speech</b></p> <p>12.5 When speaking a Member shall stand and address the Mayor. The requirement to stand shall not apply to any Member who finds it difficult or impossible to do so as a result of a disability or infirmity.</p> <p><b>Points of order</b></p> <p>12.6 A point of order relates to an alleged breach of these Rules, the Constitution or a statutory provision. It is a request for the Mayor to rule on that alleged irregularity.</p> <p>12.7 A Member raising a point of Order must indicate the Rule or law in question and the way he or she considers it has been broken.</p> <p>12.8 If a Member rises on a point of order then any Member who is speaking at that time must sit down immediately. The Mayor will rule on the point of Order and then invite the Member who was speaking before the point of Order was raised to resume.</p> <p><b>Points of personal explanation</b></p> <p>12.9 If a Member believes that a material part of a previous speech made by him or her appears to have been misunderstood in the present debate then he or she may rise on a point of personal explanation to correct the misunderstanding.</p> <p>12.11 If a Member rises on a point of personal explanation then any Member who is speaking at that time must sit down immediately and remain</p>

<p>seated until called upon by the Mayor to resume.</p> <p><b>Content and length of speeches</b></p> <p>12.12 Speeches must be directed to the question under discussion, to a personal explanation or to a point of order.</p> <p>12.13 At a Special Meeting of the Council the Leader of each political group or person nominated by him may speak on the special business for such period of time as seems to the Mayor to be appropriate given the significance of that business.</p> <p>12.14 In other cases no speech shall exceed five minutes unless the Council agrees otherwise.</p>	<p>12.13 is a new rule which codifies existing practice at the budget Council.</p>
<p><b>When a Member may speak again</b></p> <p>12.15 A Member may only speak once on a motion except:</p> <ul style="list-style-type: none"> <li>(a) to speak once on an amendment moved by another Member;</li> <li>(b) if the motion has been amended since they last spoke, to move a further amendment;</li> <li>(c) if their speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which they spoke was carried;</li> <li>(d) in exercise of a right of reply given by Rule 12.11 or Rule 12.13.(a);</li> <li>(e) on a point of order; or</li> <li>(f) by way of personal explanation about some material part of their speech which has been misunderstood.</li> </ul>	<p>12.15 Minor drafting amendments not affecting the sense.</p>
<p><b>Amendments to motions</b></p>	

<p>12.16 An amendment shall be relevant to the motion and shall be either:</p> <ul style="list-style-type: none"> <li>(a) to refer the matter for consideration or reconsideration to the Executive or to a Committee;</li> <li>(b) to leave out words;</li> <li>(c) to leave out words and insert or add others, or</li> <li>(d) to insert or add words;</li> <li>(e) as long as the effect is not to negate the motion.</li> </ul> <p>12.17 Usually only one amendment may be moved and discussed at a time. However the Mayor may permit two or more amendments to be discussed together (but not voted upon) if he or she considers that this would allow the Council's business to be dealt with more effectively.</p> <p>12.18 If an amendment is lost, other amendments may be moved on the original motion. If an amendment has been carried, the Mayor shall read out the amended motion before accepting any further amendments. No further amendment may be moved that would have the effect of reviving the original motion.</p>	<p>12.16 Previously this said that the effect of the amendment could not be to negate the motion or <i>convert it to a new proposal</i>. The words in italics have been omitted - an amendment will always result in a new proposal.</p> <p>I have removed some words from 12.17 without altering the sense.</p>
<p><b>Alteration of motion</b></p> <p>12.19 (a) The mover of a motion may with the consent of the meeting alter the motion if it has not yet been seconded. The meeting's consent will be signified without discussion.</p> <p>(b) The mover of a motion may alter a motion which he/she has moved and which has been seconded with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.</p> <p>(c) Only alterations which could be made as an amendment may be made.</p>	<p>Reworded without changing the sense.</p>

<p><b>Withdrawal of motion or amendment</b></p> <p>12.20 A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Council. That consent shall be signified without discussion. No Member may speak upon it after the mover has asked permission for its withdrawal, unless permission is refused.</p>	<p>Reworded without changing the sense.</p>
<p><b>Right of reply</b></p> <p>12.21 (a) The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote.</p> <p>(b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment, but shall not otherwise speak on it.</p> <p>(c) The mover of the amendment shall have no right of reply to the debate on the amendment.</p>	<p>No change.</p>
<p><b>Motions which may be moved during debate</b></p> <p>12.22 When a motion is under debate no other motion shall be moved except the following:</p> <ul style="list-style-type: none"> <li>(a) to amend the motion,</li> <li>(b) to adjourn the meeting,</li> <li>(c) to adjourn the debate,</li> <li>(d) to proceed to the next business,</li> <li>(e) that the question be now put,</li> <li>(f) that a Member be not further heard or do leave the meeting ,</li> <li>(h) to exclude the public in accordance with the Access to Information Procedure Rules, or</li> <li>(i) to remit the matter to the Executive or a Committee or sub-</li> </ul>	<p>Reworded without changing the sense.</p>

<p>Committee.</p>	<p>Reworded without changing the sense.</p>
<p><b>Closure motions</b></p> <p>12.23 When any the motions set out below has been moved and seconded, the Mayor shall proceed as follows:</p> <ul style="list-style-type: none"> <li>i) on a motion to proceed to next business:</li> </ul> <p>If the Mayor thinks that the matter has been sufficiently discussed, the Mayor shall first give the mover of the original motion a right of reply to this motion and then put it to the vote.</p> <ul style="list-style-type: none"> <li>ii) on a motion that the question be now put:</li> </ul> <p>If the Mayor thinks that the matter has been sufficiently discussed, the Mayor shall first put this motion to vote. If it is passed, the Mayor shall then give the mover of the original motion the right of reply under Rule 11.11 before putting that motion to the vote.</p> <ul style="list-style-type: none"> <li>iii) on a motion to adjourn the debate or the meeting:</li> </ul> <p>If in his or her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on this occasion, the Mayor shall put this motion to the vote without giving the mover of the original motion a right of reply.</p>	<p>Previously this only applied to questions relating to individual staff. This has been altered to reflect both a change in the law and to cover the full range of potentially exempt information. The Council may. Of course, still decide to meet in public having considered the matter.</p> <p>13.1 &amp; 13.2 Reworded without changing the sense.</p>
<p><b>12. MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL</b></p> <p>The Council shall not discuss any matter to which the powers to exclude the press and public contained in Schedule 12A of the Local Government Act 1972 applies until the meeting has decided whether or not to exercise those powers</p>	<p><b>13. MEMBERS CONDUCT</b></p> <p><b>Member not to be heard further</b></p>

<p>13.1 If a Member is guilty of misconduct during a meeting, the Mayor or any other Member may move, "that the Member named be not further heard". If seconded, the motion will be voted upon without discussion.</p> <p><b>Member to leave the meeting</b></p> <p>13.2 If the Member then continues his or her misconduct, the Mayor shall either:</p> <p>(a) move "that the Member do leave the meeting". That motion shall then be voted upon without seconding or discussion; or</p> <p>(b) adjourn the meeting of the Council for such period as the Mayor may consider expedient.</p> <p><b>Effect of mayor standing</b></p> <p>13.3 If the Mayor stands up during a debate any Member standing at the time must sit down. The meeting shall be silent.</p>	<p>13.3 appears elsewhere in the current Rules but seems to fit better here.</p>
<p><b>14 DISTURBANCE BY MEMBERS OF THE PUBLIC</b></p> <p>14.1 If a Member of the public interrupts proceedings, the Mayor shall warn the person. If they continue the interruption, the Mayor shall order their removal from the meeting.</p> <p>14.2 If there is a general disturbance in any part of the meeting room which is open to the public the Mayor shall order that part of the room to be cleared and may adjourn the meeting for as long as he considers expedient.</p>	<p>14.1 &amp; 14.2 This has been reworded and incorporates provisions for adjournment which were previously elsewhere in the Rules.</p>
<p><b>15. RESCISSION OF PREVIOUS DECISIONS AND MOTIONS</b></p> <p><b>Motion to rescind a previous decision</b></p> <p>15.1 A motion to rescind a decision made at a meeting of Council within the</p>	<p>This has been rewritten without changing the sense except that 15.3 is new.</p>



<p>past six months cannot be moved unless the notice of motion is signed by at least fourteen Members.</p> <p><b>Motion similar to one previously rejected</b></p> <p>15.2 A motion in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion is signed by at least six Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.</p> <p>15.3 Nothing in this rule prevents the Council making or altering appointments to any body.</p>	
<p><b>16. VOTING</b></p> <p><b>Show of hands</b></p> <p>16.1 Voting shall be by show of hands, unless a recorded vote is requested by one or more Members before the vote is taken.</p> <p><b>Recorded Votes</b></p> <p>16.2 On a recorded vote the Chief Executive shall ask each Member in turn how they vote. The names of each Member voting for or against the amendment or abstaining from voting shall be recorded and entered in the minutes.</p> <p><b>Right to require individual vote to be recorded</b></p> <p>16.3 Where any Member requests it immediately after a vote is taken, their vote shall be recorded in the minutes so as to show whether they voted for or against the motion or abstained from voting.</p>	<p>This has been rewritten without changing the sense.</p>
<p><b>17. VOTING ON APPOINTMENTS</b></p>	<p>No change.</p>

<p>Where there are more than two persons nominated for any position to be filled and there is not a clear majority of votes in favour of one person, the name of the person having the least number of votes shall be taken off the list and a new vote taken. The process shall continue until there is a majority of votes for one person.</p>	
<p><b>18. RECORD OF ATTENDANCE</b> All Members who attend the whole or part of a meeting must sign their names on the attendance sheets before the end of the meeting and their presence will be recorded in the minutes.</p>	<p>The reference to recording in the minutes is new and the provision has been slightly reworded.</p>
<p><b>19. EXCLUSION OF PUBLIC</b> All meetings of the Council will be held in public unless Members of the public and press have been excluded in accordance with either the Access to Information Procedure Rules or <u>Rule 13</u> (Disturbance by Public).</p>	<p>Reworded to make the positive statement that meeting are held in public.</p>
<p><b>20. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES</b> <b>Rules which may not be suspended</b> 20.1 The following Rules may not be suspended: (a) Rule 10 (Minutes of Previous meetings) (b) Rule 15.3 (Right to require individual vote to be recorded) (c) Rule 26 (Right of mover of motion to attend Committee to which motion referred) 20.2 Any other Rules, may be suspended in whole or in part: (a) following a notice of motion in accordance with Rule 9 or; (b) if at least half of the whole number of Members is present, by motion without notice.</p>	<p>This has been rewritten and the previous Rule which required changes to the Standing Orders to stand referred now applies only to the specific rules mentioned. It has been moved forward in the Rules so that all the Rules affecting Council now appear for those Rules which apply specifically to Committees.</p>

<p>(c) Suspension can only be for the duration of the meeting.</p> <p>20.3 Any proposal to change this Rule 19 or Rules 10, 15.2 or 26 must be referred to the next Ordinary Meeting of the Council without discussion.</p>	
<p><b>21. MAYORAL RULINGS</b></p> <p>The ruling of the Mayor as to the construction or application of any of these Rules with regard to any proceedings of the Council given at the meeting shall not be challenged.</p>	<p>Unchanged except for where it appears.</p>
<p><b>22. PETITIONS</b></p> <p>22.1 Any petition relating to a specific development control or licensing issue shall be referred to and considered by the appropriate decision making body for that matter.</p> <p>22.2 All other petitions which are presented to the Council and which carries more than ten names shall be referred to the Chief Executive who shall ensure that the receipt of the petition is reported to the next convenient ordinary Council meeting.</p> <p>22.3 The Chief Executive's report will provide details of the petition, and the action which has been taken in respect of it or the response of the Council to it.</p> <p>22.4 The purpose of this rule is to ensure that all Member are aware of petitions that have been submitted and have the opportunity to consider whether the issues raised should be debated at a future time either in Council or by another body. Accordingly the only discussion which is permitted is in relation to a motion that the petition should be remitted to a future meeting of the Council, to the Executive, a Committee or a Sub Committee.</p>	<p>This is a new provision requiring petitions (other than those which relate to specific planning or licensing issues) to be presented to Council.</p> <p>This draft restricts debate on petitions on the basis that detailed consideration can, if necessary, take place elsewhere with more information and with Officers able to answer questions.</p>
<p><b>23. APPLICATION TO COMMITTEES AND SUB-COMMITTEES</b></p>	

<p>23.1 None of these rules apply to meetings of the Executive or the Standards Committee. The following Rules shall apply to meetings of other Committees of the Council and Sub-committees with the substitution of the word "Chair" for "Mayor":</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Rule No.</b></th> <th style="text-align: left;"><b>Subject</b></th> </tr> </thead> <tbody> <tr> <td>2.</td> <td>Presiding at Meetings</td> </tr> <tr> <td>3.</td> <td>Notice of and Summons to Meetings</td> </tr> <tr> <td>4.</td> <td>Quorum</td> </tr> <tr> <td>10.</td> <td>Minutes of Previous Meetings</td> </tr> <tr> <td>12.</td> <td>Disorderly Conduct</td> </tr> <tr> <td>13.</td> <td>Disturbance by Members of the Public</td> </tr> <tr> <td>15.</td> <td>Voting</td> </tr> <tr> <td>16.</td> <td>Voting on Appointments</td> </tr> <tr> <td>17.</td> <td>Record of Attendance</td> </tr> <tr> <td>18.</td> <td>Exclusion of Public</td> </tr> </tbody> </table> <p>23.2 The Chair of any Committee or Sub-committee of the Council may direct that the Rules of debate for Council meetings contained in Rule 11 shall apply to the meeting of the Committee or to any part of it.</p>	<b>Rule No.</b>	<b>Subject</b>	2.	Presiding at Meetings	3.	Notice of and Summons to Meetings	4.	Quorum	10.	Minutes of Previous Meetings	12.	Disorderly Conduct	13.	Disturbance by Members of the Public	15.	Voting	16.	Voting on Appointments	17.	Record of Attendance	18.	Exclusion of Public	<p>23.1 now clarifies that the Rules do not apply to certain Committee meetings.</p> <p>23.2 sets out a little more plainly what the current Rules provide.</p>
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<p><b>24. SPECIAL MEETINGS OF COMMITTEES</b></p> <p>24.1 The Chair of any Committee or the Mayor may call a special meeting of the Committee at any time.</p> <p>24.2 A quarter of the whole number of Members of the Committee may require a special meeting to be arranged by signing a written request for that meeting and delivering it to the Chief Executive.</p> <p>24.3 The summons to the special meeting shall set out the business to be</p>	<p>Rewritten.</p>																						

<p>considered. No business other than that set out in the summons may be considered at the meeting</p>	
<p><b>25. SUB-COMMITTEES</b></p> <p>25.1 Every Committee appointed by the Council may appoint Sub-committees for purposes to be specified by the Committee.</p> <p>25.2 The Chair of a Committee shall be an ex-officio Member of every Sub-committee appointed by that Committee, unless he or she informs the Committee to the contrary.</p>	<p>No change.</p>
<p><b>26. ATTENDANCE AT MEETINGS OF COMMITTEES AND SUB-COMMITTEES BY MEMBERS NOT MEMBERS OF THE COMMITTEE OR SUB-COMMITTEE</b></p> <p>26.1 A Member of the Council who is not a Member of a Committee or Sub-committee may attend and speak at a meeting of that Committee or Sub-committee when a matter affecting a ward he or she represents is under consideration.</p> <p>26.2 For the purposes of this Rule, a matter shall not be regarded as affecting a particular Ward if it affects the whole or a substantial part of the Borough in the same way.</p>	<p>No change</p>
<p><b>27. MOVER OF MOTION MAY ATTEND COMMITTEE OR SUB-COMMITTEE</b></p> <p>27.1 If the Council refers a motion to a Committee or Sub-committee of the Council the mover of that motion shall be given notice of the meeting which is to consider it and shall also have the right to attend the meeting and speak in support or explanation of the motion.</p>	<p>Rewritten without changing the sense.</p>
<p><b>28. PUBLIC QUESTIONS AT COMMITTEE MEETINGS</b></p> <p>28.1 The public may ask questions at Overview and Scrutiny Committees and Panels in accordance with arrangements published by the Overview and Scrutiny Committee.</p>	

<p>28.2 Members of the public may speak at Development Control Committee in respect of planning applications in accordance with arrangements published by the Committee.</p>	<p><b>29. CONSIDERATION OF DRAFT PLANS AND STRATEGIES</b></p>
	<p>This section of the current Rules does not relate to debates. It is though required by law and should be retained elsewhere in the Constitution</p>