

Council

Agenda and Reports

For consideration on

Tuesday, 22nd April 2008

In the Council Chamber, Town Hall, Chorley

At 6.30 pm



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.

11 April 2008

Dear Councillor

COUNCIL - TUESDAY, 22ND APRIL 2008

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 22nd April 2008 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 question(s) on any item(s) on the agenda will be asked to put their question(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 - 10)**

To confirm the Minutes of the Council meeting held on 26 February 2008 as a correct record for signature by the Mayor (copy enclosed)

6. **Executive Cabinet**

a) **Capital Programme - 2007/08 - Monitoring (Pages 11 - 22)**

Report enclosed

- b) Joint Working with Preston and South Ribble Councils on the Local Development Framework and establishment of Joint Advisory Committee (Pages 23 - 28)

Report enclosed

- c) General Report from Executive Cabinet meetings on 14 February and 27 March 2008 (Pages 29 - 34)

Report enclosed

7. **Review of the Council's Decision Making Structure** (Pages 35 - 42)

Report of Corporate Director of Governance (enclosed)

8. **Audit Committee** (Pages 43 - 50)

General Report (enclosed)

9. **Annual Audit and Inspection Letter** (Pages 51 - 74)

Report of Audit Commission (enclosed)

10. **Code of Corporate Governance** (Pages 75 - 106)

Joint report of Assistant Chief Executive (Business Transformation) and Corporate Director of Governance (enclosed)

11. **Overview and Scrutiny Committee and Panels** (Pages 107 - 116)

General Report (enclosed)

12. **Standards Committee** (Pages 117 - 118)

General Report (enclosed)

13. **Planning Application 08/00214/CB3 - Coronation Recreation Ground, Devonshire Road, Chorley** (Pages 119 - 128)

Report of Development Control Committee (enclosed)

14. **Planning Application 08/00036/CB3 - Bus Stop 20M South of Library, Union Street, Chorley** (Pages 129 - 132)

Report of Development Control Committee (enclosed)

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

16. **To consider the receipt of Petitions (if any) given in accordance with the Council's Procedure Rules**

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

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

Yours sincerely

Donna Hall .

Donna Hall
Chief Executive

Gordon Bankes
Democratic Services Officer
E-mail: gordon.bankes@chorley.gov.uk
Tel: (01257) 515123
Fax: (01257) 515150

Distribution

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

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

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COUNCIL**Tuesday, 26 February 2008**

Present: Councillor Adrian Lowe (Mayor), Councillor Terry Brown (Deputy Mayor), Councillors Ken Ball, Nora Ball, Eric Bell, Judith Boothman, Alan Cain, Pat Case, 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, Margaret Lees, Roy Lees, Laura Lennox, Marion Lowe, Peter Malpas, Thomas McGowan, June Molyneaux, Greg Morgan, Mick Muncaster, Mark Perks, Geoffrey Russell, Rosie Russell, Edward Smith, Iris Smith, Shaun Smith, Joyce Snape, Ralph Snape, John Walker and Mrs Stella Walsh

08.C.117 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Henry Caunce and Mary Wilson.

08.C.118 MINUTES

RESOLVED - That the Minutes of the Council meeting held on 18 December 2007 be confirmed as a correct record for signature by the Mayor.

08.C.119 DECLARATIONS OF ANY INTERESTS

No Member declared an interest in relation to matters under consideration at the meeting.

08.C.120 MAYORAL ANNOUNCEMENTS

Charity Ball.

The Mayor thanked everyone who joined him and the Mayoress at the Charity Ball. It had been a great success and he hoped that everyone who attended enjoyed the night as much as they had. Due to the outstanding support received from local businesses and individuals, more than £2000 was raised.

Regimental Dinner.

The Mayor informed everyone that on Friday 28 March he would be holding a Regimental Dinner at the TA Barracks in Devonshire Road. The evening included a pre-dinner drinks reception and a five course meal. Tickets were priced at £40.00 and could be purchased from the Mayor's Secretary. As places were limited, tickets were allocated on a first come first served basis.

Charity Meal.

The Mayor informed everyone that following the next full Council meeting on 22 April, the final one for the Mayor, a Charity Meal would be taking place. The details had yet to be finalised but was likely to be at a Chinese Restaurant. Details to be circulated by the Mayor's Secretary.

Charity Dog Walk.

The Mayor informed Member that on Sunday 9 March a charity dog walk would be taking place to raise money for his Charity Appeal. The walk would be taking place at Yarrow Valley Country Park at 10.00 am. Cost was £3.00 per dog and there was no need to book.

08.C.121 PUBLIC QUESTIONS

There had been no requests from any member of the public to ask a question on any of the agenda items.

08.C.122 GENERAL FUND REVENUE AND CAPITAL BUDGET AND COUNCIL TAX, 2008/09

The Executive Leader presented a report putting forward proposals for the General Fund Revenue Budget and Council Tax levels for 2008/09 as well as the Council's Capital Programme for 2008/09, which had received approval by the Executive Cabinet at its meeting held on 14 February 2008.

The report contained representations received in response to consultation on the draft budget proposals and which highlighted the key concerns that had been expressed by respondents.

The Executive Leader explained that the proposals had been formulated to achieve a number of objectives.

- Ensure the Council continued to deliver a balanced budget.
- The Council continued to deliver value for money for its residents.
- The Council continued to invest in frontline services and priorities.

In terms of the key messages, there were many positives to report.

- The proposed level of 2.5% Council Tax increase was well below the current rate of inflation.
- There would be significant investment in the continued improvement of front line services.
- Disruption to the current Council Services, which are performing well, had been kept to a minimum.

The report set out the Executive Cabinets proposals, including appendices relating to budget consultation responses, including the Executives response to issues raised by the Overview and Scrutiny Committee in relation to its review of the budget, the Council's Capital Programme and a note explaining the pooling arrangement with regard to concessionary travel.

Also appended to the report was a report of the Statutory Finance Officer to satisfy the provision of Section 25 of the Local Government Act 2003 requiring the officer to report independently to Members on the robustness of the budget and the risks contained in the budget.

In respect of the budget proposals it was moved by Councillor Alan Cullens (Executive Member for Resources) and seconded by Councillor Peter Goldsworthy (Executive Leader) that the budget and estimates of the Executive Cabinet be approved.

In respect of the budget proposals, the Council received a report by the Leader of the Labour Group on the Shadow Cabinets alternative budget.

It was moved by Councillor Dennis Edgerley and seconded by Councillor Terry Brown that the Shadow Cabinet's alternative budget, including the following amendments be approved.

Labour Group Proposals

Additional Street cleaning	£40,000
Reduce Provision Projects delivered by Partners.	£45,000
Projects delivered by Partners.	
£45,000	

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

In respect of the budget proposals it was moved by Councillor Dennis Edgerley and seconded by Councillor Terry Brown that the following items contained in the Alternative Budget be approved.

<u>Additional Recurrent Expenditure</u>	<u>Labour Group Proposals</u>
Fund for physical improvement, neighbourhood and recreation grounds and lighting.	£200,000
Prevention of Homelessness Fund	£70,000

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

It was moved by Councillor Alan Cullens (Executive Member for Resources) and seconded by Councillor Peter Goldsworthy (Executive Leader) that the following be approved.

- The necessary formal resolution in the setting of the 2008/09 Council Tax for the Borough to reflect the Council's net revenue estimates, together with the necessary addition to meet Lancashire County Council, Lancashire Police Authority, Lancashire Fire Authority and Parish Council precepts as set at in Appendix 8.
- The Council's Capital Programme as set out in Appendix 5 of the submitted report.
- The pooling arrangement with regard to concessionary transport as set out in Appendix 7 of the submitted report.
- The advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained in the budget and the Treasury Management Strategy and its core principles as set out in Appendix 9 of the submitted report.
- The fees and charges increases and car park tariff changes as set out in Appendix 4 of the submitted report.
- The Councils Medium Term Financial Strategy as set out in Appendix 10 of the submitted report.

RESOLVED –

1. **That it be noted that acting under delegated powers the Director of Finance calculated the amount of 35,296.10 as its Council Tax Base for the year 2008/09 in accordance with Regulation 3 of the Local**

Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33(5) of the Local Government Finance Act 1992.

- (a) *35,296.10 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.*
- (b) **being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate.**

	<u>(b)Part of the Council's area</u>	2008/09
		£
Parish of:	Adlington	1,966.00
	Anderton	494.30
	Anglezarke	16.50
	Astley Village	1,110.10
	Bretherton	291.10
	Brindle	459.60
	Charnock Richard	671.90
	Clayton le Woods	4,735.80
	Coppull	2,351.90
	Croston	1,034.00
	Cuerden	41.10
	Eccleston	1,559.10
	Euxton	3,388.40
	Heapey	381.00
	Heath Charnock	797.10
	Heskin	347.30
	Hoghton	364.00
	Mawdesley	748.80
	Rivington	51.90
	Ulnes Walton	260.90
	Wheelton	395.80
	Whittle Woods	1,925.30
	Withnell	1,256.10
	All other parts of the Council's area	10,648.10
	Total	35,296.10

- 2. **That the following amounts be now calculated by the Council for the year 2008/09 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:**
 - (a) **£43,067,230 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (e) of the Act;**
 - (b) **£28,098,250 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act;**

- (c) £14,968,980 being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;
- (d) £8,221,000 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, Revenue Support Grant, increased by the amount of the sums which the Council estimates will be transferred in the year from its collection fund to its general fund in accordance with Section 97(3) of the Local Government Finance Act 1988;
- (e) £191.18 being the amount at 2(c) above less the amount at 2(d) above, all divided by the amount at 1(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year;
- (f) £1,260,003 being the aggregated amount of all special items referred to in Section 34(1) of the Act;
- (g) £155.48 being the amount at 2(e) above less the result given by dividing the amount at 2(f) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates;

(h)Part of the Council's area		
		£
Parish of:	Adlington	169.22
	Anderton	165.54
	Anglezarke	155.48
	Astley Village	201.21
	Bretherton	184.48
	Brindle	174.35
	Charnock Richard	196.47
	Clayton le Woods	216.67
	Coppull	202.47
	Croston	185.52
	Cuerden	191.00
	Eccleston	186.44
	Euxton	203.87
	Heapey	195.54
	Heath Charnock	181.79
	Heskin	187.45
	Hoghton	173.99
	Mawdesley	188.82
	Rivington	182.45
	Ulnes Walton	175.82
	Wheelton	182.82
	Whittle le Woods	192.82
	Withnell	186.33
	All other parts of the Council's area	181.80

being the amounts given by adding to the amount at 2(g) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;

(i) **Part of the Council's Area**

	<u>(i)Part of the Council's area</u>							
	<u>Valuation Bands</u>							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Parish of:								
Adlington	112.81	131.62	150.42	169.22	206.82	244.43	282.03	338.44
Anderton	110.36	128.75	147.15	165.54	202.33	239.11	275.90	331.08
Anglezarke	103.64	120.93	138.19	155.48	190.02	224.57	259.12	310.95
Astley Village	134.14	156.50	178.85	201.21	245.92	290.64	335.35	402.42
Bretherton	122.99	143.48	163.98	184.48	225.48	266.47	307.47	368.96
Brindle	116.23	135.61	154.98	174.35	213.09	251.84	290.58	348.70
Charnock Richard	130.98	152.81	174.64	196.47	240.13	283.79	327.45	392.94
Clayton le Woods	144.45	168.52	192.60	216.67	264.82	312.97	361.12	433.34
Coppull	134.98	157.48	179.97	202.47	247.46	292.46	337.45	404.94
Croston	123.68	144.29	164.91	185.52	226.75	267.97	309.20	371.04
Cuerden	127.33	148.56	169.78	191.00	233.44	275.89	318.33	382.00
Eccleston	124.29	145.01	165.72	186.44	227.87	269.30	310.73	372.88
Euxton	135.91	158.57	181.22	203.87	249.17	294.48	339.78	407.74
Heapey	130.36	152.09	173.81	195.54	238.99	282.45	325.90	391.08
Heath Charnock	121.19	141.39	161.59	181.79	222.19	262.59	302.98	363.58
Heskin	124.97	145.79	166.62	187.45	229.11	270.76	312.42	374.90
Hoghton	115.99	135.33	154.66	173.99	212.65	251.32	289.98	347.98
Mawdesley	125.88	146.86	167.84	188.82	230.78	272.74	314.70	377.64
Rivington	121.63	141.91	162.18	182.45	222.99	263.54	304.08	364.90
Ulmes Walton	117.21	136.75	156.28	175.82	214.89	253.96	293.03	351.64
Wheelton	121.88	142.19	162.51	182.82	223.45	264.07	304.70	365.64
Whittle le Woods	128.55	149.97	171.40	192.82	235.67	278.52	321.37	385.64
Withnell	124.22	144.92	165.63	186.33	227.74	269.14	310.55	372.66
All other parts of the Council's area	121.20	141.40	161.60	181.80	222.20	262.60	303.00	363.60

being the amounts given by multiplying the amounts at 2(g) and 2(h) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- That it be noted that for the year 2008/09 the Lancashire County Council, Lancashire Police Authority, and the Lancashire Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Precepting authority								
Lancashire County Council *	718.04	837.71	957.39	1,077.06	1,316.41	1,555.75	1,795.10	2,154.12
Lancashire Combined Fire Authority *	40.11	46.79	53.48	60.16	73.53	86.90	100.27	120.32
Lancashire Police Authority*	90.64	105.75	120.85	135.96	166.17	196.39	226.60	271.92

4. That, having calculated the aggregate in each case of the amounts at 2(i) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2008/09 for each of the categories of dwellings shown below:

(i) Part of the Council's Area

Parish of:	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Adlington	961.60	1,121.86	1,282.14	1,442.40	1,762.94	2,083.48	2,404.01	2,884.80
Anderton	959.14	1,119.00	1,278.87	1,438.72	1,758.44	2,078.17	2,397.87	2,877.44
Anglezarke	952.44	1,111.18	1,269.93	1,428.66	1,746.14	2,063.63	2,381.11	2,857.32
Astley Village	982.93	1,146.74	1,310.58	1,474.39	1,802.04	2,129.68	2,457.33	2,948.78
Bretherton	971.77	1,133.74	1,295.71	1,457.66	1,781.58	2,105.52	2,429.44	2,915.32
Brindle	965.02	1,125.86	1,286.70	1,447.53	1,769.20	2,090.88	2,412.56	2,895.06
Charnock Richard	979.77	1,143.06	1,306.37	1,469.65	1,796.24	2,122.84	2,449.43	2,939.30
Clayton le Woods	993.24	1,158.76	1,324.32	1,489.85	1,820.93	2,152.01	2,483.10	2,979.70
Coppull	983.77	1,147.72	1,311.70	1,475.65	1,803.58	2,131.50	2,459.43	2,951.30
Croston	972.46	1,134.55	1,296.63	1,458.70	1,782.85	2,107.02	2,431.17	2,917.40
Cuerden	976.12	1,138.81	1,301.50	1,464.18	1,789.55	2,114.93	2,440.31	2,928.36
Eccleston	973.09	1,135.26	1,297.45	1,459.62	1,783.98	2,108.36	2,432.72	2,919.25
Euxton	984.70	1,148.82	1,312.94	1,477.05	1,805.28	2,133.53	2,461.76	2,954.10
Heapey	979.14	1,142.34	1,305.53	1,468.71	1,795.08	2,121.48	2,447.85	2,937.42
Heath Charnock	969.98	1,131.65	1,293.31	1,454.97	1,778.29	2,101.64	2,424.96	2,909.94
Heskin	973.76	1,136.05	1,298.35	1,460.63	1,785.21	2,109.80	2,434.40	2,921.26
Hoghton	964.78	1,125.57	1,286.39	1,447.17	1,768.77	2,090.36	2,411.96	2,894.34
Mawdesley	974.67	1,137.11	1,299.57	1,462.00	1,786.89	2,111.78	2,436.68	2,924.00
Rivington	970.42	1,132.16	1,293.90	1,455.63	1,779.10	2,102.59	2,426.06	2,911.26
Ulnes Walton	966.00	1,127.00	1,288.01	1,449.00	1,771.00	2,093.01	2,415.01	2,898.00
Wheelton	970.67	1,132.44	1,294.23	1,456.00	1,779.56	2,103.12	2,426.68	2,912.00
Whittle le Woods	977.33	1,140.23	1,303.12	1,466.00	1,791.77	2,117.57	2,443.34	2,932.00
Withnell	973.01	1,135.17	1,297.35	1,459.51	1,783.85	2,108.19	2,432.53	2,919.02
All other parts of the Council's area	969.99	1,131.65	1,293.33	1,454.98	1,778.31	2,101.65	2,424.98	2,909.96

5. That the Statutory Finance Officer and his officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.
6. That the Council's Capital Programme as set out in Appendix 5 of the submitted report be approved.

7. That the pooling arrangements with regard to concessionary transport as set out in Appendix 7 of the submitted report, be approved.
8. That the advice of the Statutory Finance Officer, under Section 25 of the Local Government Act 2003 in relation to the robustness of the budget and the risks contained in the budget, and the Treasury Management Strategy and its core principles as set out in Appendix 9 of the submitted report, be approved.
9. That the fees and charges increases and car park tariff charges as set out in Appendix 4 of the submitted report, be approved.
10. That the Council's Medium Term Financial Strategy as set out in Appendix 10 be approved.

EXPLANATION OF COUNCIL TAX SETTING RESOLUTION	
RESOLUTION 1	
(a)	Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2008/09 we estimate that a £1.00 Council Tax at Band D would raise £35,296.10 in the Chorley area.
(b)	This shows the "base" figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Adlington would raise £1,966.00.
RESOLUTION 2	
(a)	This is the grand total of money which the Council estimates it will spend on services in 2008/09. It also includes £575,386 which Parish Councils need to spend on their services.
(b)	This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes, for example, car park charges, investment income, government grants in respect of benefits, etc.
(c)	This is the difference between 2(a) and 2(b) and is in effect the Council's net spending on services.
(d)	This is the amount that the Government will contribute towards the cost of services. Also included is extra Council Tax resulting from new properties and expected collection rates in previous years.
(e)	The difference between 2(c) and 2(d) is £6,747,980 and this is the amount we need to charge Council Taxpayers. This is divided by the base (see 1(a) above) and the resulting figure of £191.18 is the average Band D Council Tax for all Borough and Parish services.
(f)	The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area and for Chorley Borough Special Expenses.
(g)	This is the Band D Council Tax for Chorley Borough Council's own services.

excluding Parish Council spending and Special Expenses

(h) This table shows the Band D Council Tax for all parishes including the cost of Parish Councils and Chorley Borough Council. For example, Adlington's Band D Council Tax is £155.48 for Chorley Borough services and £9.16 for Adlington Town Council services and £4.58 for Chorley Borough Special Expenses.

(i) The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	$\frac{6}{9}$ ths of Band D
Band B	$\frac{7}{9}$ ths of Band D
Band C	$\frac{8}{9}$ ths of Band D
Band D	$\frac{9}{9}$ ths of Band D
Band E	$\frac{11}{9}$ ths of Band D
Band F	$\frac{13}{9}$ ths of Band D
Band G	$\frac{15}{9}$ ths of Band D
Band H	$\frac{18}{9}$ ths of Band D

For Adlington Band A, for example, the charge is £169.22 x $\frac{6}{9}$ = £112.81; for Band B it is £169.22 x $\frac{7}{9}$ = £131.62.

RESOLUTION 3

Lancashire County Council, Lancashire Fire Authority and Lancashire Police Authority are separate bodies who have worked out their own estimates of spend and income for 2007/08 and have set taxes in a similar way to Chorley Borough Council. This resolution notes their final decision.

RESOLUTION 4

This pulls together the Council Taxes for Lancashire County Council, Lancashire Fire Authority, Lancashire Police Authority, Chorley Borough Council and the Parsonage Councillors. For example, the Band D for Adlington is £1,442.40 made up as follows:

	£
Lancashire County Council (as in 4 above)	1,077.06
Lancashire Fire Authority (as in 4 above)	60.16
Lancashire Police Authority (as in 4 above)	135.96
Chorley Borough Council (as in 3(g) above)	155.48
Adlington Town Council	9.16
Special Expenses	4.58

RESOLUTION 5

Formally authorise the necessary staff to take legal action to collect arrears as when this is necessary. For the vast majority of taxpayers, this is not needed

Mayor

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

1. The Executive Cabinet considered a report of the Assistant Chief Executive (Business Transformation) on the progress of the 2007/08 Capital Programme and recommending changes to the Programme.
2. The Council, at its meeting on 26 February 2008, had agreed a reduction in the 2007/08 Capital Programme from £10,175,240 to £7,411,780, including the slippage of £2,144,420 to 2008/09 and a total reduction of £619,040 in respect of other schemes. Since that date, a further slippage of £499,850 to 2008/09 had been identified, offset by budget increases of £381,040 and the acceleration to the 2007/08 programme of the implementation of new financial systems to ensure continuity of service in respect of cash receipting.
3. The report, in particular, draws attention to the principal programme change related to the capitalisation of the interest on the land assembly costs for the Gillibrand Link Road scheme, which will result in a revenue budget saving of £213,000 being transferred to the 2007/08 working balances.
4. The consequent overall effect of the changes results in a net reduction of the 2007/08 Capital Programme to £7,292,970.
5. A copy of the report presented to the Executive Cabinet is attached so that Councillors have the opportunity of assessing the detailed report before making a decision on the following recommendation.

Recommendation

6. The Council is recommended to approve the changes to the Capital Programme for 2007/08, as set out in Appendix A to the attached report, together with the recommended slippage of expenditure to/from 2008/09.

COUNCILLOR ALAN CULLENS
Executive Member for Resources.

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There are no background papers to this report.

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Report of	Meeting	Date
Assistant Chief Executive (Business Transformation) (Introduced by the Executive Member for Resources)	Executive Cabinet	27 March 2008

CAPITAL PROGRAMME MONITORING 2007/08

PURPOSE OF REPORT

1. This report updates the 2007/08 capital programme approved by Council on 26 February 2008, indicating additional slippage of expenditure to and from 2008/09, and other budget changes.

RECOMMENDATION(S)

2. Executive Cabinet are asked to approve the slippage to/from 2008/09 and other budget changes set out in Appendix A to the report.

EXECUTIVE SUMMARY OF REPORT

3. The 2007/08 capital programme was last reported to the Council meeting of 26 February 2008. This report shows the split between slippage and other budget changes that were taken into account in the revision to the programme.
4. Subsequently further slippage to 2008/09 has been identified by project managers, and it is necessary to start one project, budgeted for in the 2008/09 programme, earlier than originally intended. The net effect of this slippage is an estimated reduction of prudential borrowing in 2007/08 of around £205,000, though this borrowing will be required in 2008/09 instead.
5. There are a number of additions to the 2007/08 programme, or other budget adjustments, that total around £381,000. These changes do not require any increase in borrowing, and are to be financed by use of external sources of funding such as developers' contributions and Government grants. However, use of developers' contributions in 2007/08 may require a corresponding increase in borrowing in a later financial year.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. To ensure that the 2007/08 capital programme is up to date and represents a realistic estimate of the outturn for the financial year.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. A major recommended change to the programme in 2007/08 is the capitalisation of interest in respect of the land assembly required for the Gillibrand Link Road, for which the Council has received the necessary capitalisation direction. This interest would otherwise be charged to the revenue budget, which would reduce revenue balances available for use in future years.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

The capital programme has an indirect effect on most Strategic Objectives.

BACKGROUND

9. At Council of 26 February 2008, the 2007/08 capital programme was reduced from a total of £10,175,240 to £7,411,780. Of the overall reduction, £2,144,420 was slippage to 2008/09 and £619,040 was in respect of other reductions in scheme budgets. Of this total, £580,000 was the deletion of a budget for site assembly for affordable housing projects, which will be reintroduced as the need and opportunity arises in future. The specific changes made to the programme on 26 February 2008 are shown in Appendix A.
10. Further slippage of £499,850 to 2008/09 has been identified by project managers, offset by budget increases of £381,040, which give a net reduction in the 2007/08 programme to £7,292,970.

SLIPPAGE TO/FROM 2008/09

11. It is necessary to bring forward the budget for implementation of new financial systems to ensure continuity of service in respect of cash receipting. In addition it is necessary to increase the budget by £24,000, which can be met from uncommitted Government grant (PDG).
12. Other expenditure estimated to slip to 2008/09 is as follows:

• Telephony	£70,000
• Highways Improvements	£90,000
• Private sector housing	£8,660
• Town Centre Strategy	£20,000
• Marketing Chorley	£10,000
• Astley Park schemes	£184,000
• Duxbury Golf Course	£160,090
• Big Wood	£19,100

- 13. Much of this expenditure would be financed from external sources such as grants and contributions, so the net effect on borrowing is estimated to be a reduction in 2007/08 of around £205,000.

OTHER CHANGES

- 14. The main change is the capitalisation of the interest on the cost of land assembly for the Gillibrand Link Road, which saves the revenue budget £213,000. It is intended that this be financed from developers' contributions for transport improvements. However, in the longer run this reduces resources available for future transport-related schemes and therefore use of prudential borrowing may be necessary in a future financial year. As a consequence, £213,000 will be added to the working balances during 2007/08. Essentially, at this stage will be used to mitigate the risk in relation to concessionary transport and possibly to fund improvements in the management of homelessness following a review of the options that is currently on-going.
- 15. The unallocated private sector housing budget is to be used for the implementation of a computer system to be used by Strategic Housing at an estimated maximum cost of £10,000.
- 16. Budget provision is required for expenditure being incurred by the Council in advance of construction of the new Buckshaw Village Railway Station. The estimated total this year will be financed with the S106 contribution already received, so there is no effect on the Council's own resources.
- 17. The contribution to be made to Lancashire County Council in respect of the Eaves Green Link Road is to be reduced slightly following changes to the estimated capital receipt from the sale of the Council's land in the vicinity of the Link Road.
- 18. The balance of the Planning Delivery Grant available in 2007/08 would be used to complete the e-Planning project.

IMPLICATIONS OF REPORT

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

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

- 20. The financial implications of the changes to the programme are detailed in the text of the report.

GARY HALL
 ASSISTANT CHIEF EXECUTIVE (BUSINESS TRANSFORMATION)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael Jackson	5490	12 March 2008	Capital Programme Monitoring Mar 2008.doc

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Capital Programme Monitoring 2007/08

Scheme	2007/08 Estimate at 6/12/07 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Estimate at 26/2/08 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Revised Estimate £	External Funding £	CBC Funding £
<u>Assistant Chief Executive (Policy & Performance)</u>									
Project Management Support Capitalisatior	40,000			40,000			40,000		40,000
Website Refresh	14,840		210	15,050			15,050		15,050
Contribution to Pitch Drainage Bishop Rawsthorne School	19,990			19,990			19,990	19,990	0
External Funding Pot	9,650	(9,650)		0			0		0
- Charnock Richard FC	6,000			6,000			6,000		6,000
Pump priming the Local Public Services Board	40,000		(40,000)	0			0	0	0
Assistant Chief Executive (Policy & Performance) Total	130,480	(9,650)	(39,790)	81,040	0	0	81,040	19,990	61,050
<u>Director of Corporate Governance</u>									
Pump Priming the Area Forum	50,000		(50,000)	0			0	0	0
Director of Corporate Governance Total	50,000	0	(50,000)	0	0	0	0	0	0
<u>Assistant Chief Executive (Business Transformation and Improvement)</u>									
Capitalised Restructuring Costs	667,000		33,000	700,000			700,000		700,000
Planned Maintenance of Fixed Assets	200,000	(100,000)		100,000			100,000		100,000
Town Hall Disabled Access and Refurbishment	11,300		(10)	11,290			11,290		11,290
Gillibrand Link Road - land assembly	731,000		17,730	748,730		213,000	961,730	961,730	0
Financial Systems Development	0			0	62,000	24,000	86,000	24,000	62,000
Assistant Chief Executive (Business Transformation and Improvement) Total	1,609,300	(100,000)	50,720	1,560,020	62,000	237,000	1,859,020	985,730	873,290
<u>Director of Human Resources</u>									
e-Enabling HR systems - Training	30,000	(30,000)		0			0		0
HR Management System	68,500	(50,500)		18,000			18,000		18,000
Director of Human Resources Total	98,500	(80,500)	0	18,000	0	0	18,000	0	18,000

Capital Programme Monitoring 2007/08

Scheme	2007/08 Estimate at 6/12/07 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Estimate at 26/2/08 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Revised Estimate £	External Funding £	CBC Funding £
<u>Director of ICT</u>									
Website Development (incl. ICT salary capitalisation)	30,000			30,000			30,000		30,000
Thin Client Pilot/Full Integration	251,150			251,150			251,150		251,150
Telephony	137,000			137,000	(70,000)		67,000		67,000
Data Storage Solution	67,350	(67,350)		0			0		0
Director of ICT Total	485,500	(67,350)	0	418,150	(70,000)	0	348,150	0	348,150
<u>Corporate Director (Neighbourhoods)</u>									
Litter/Dog Waste/On-street recycling bins	16,390		8,270	24,660			24,660		24,660
Replacement of recycling/litter bins & containers	50,000	(19,760)	(6,240)	24,000			24,000		24,000
Enhanced Recycling/Kerbside Collection	158,000	(14,380)	(13,520)	130,100			130,100		130,100
DEFRA Waste Performance & Efficiency Grant scheme	44,970			44,970			44,970	44,970	0
Various traffic calming/local road safety schemes	18,000			18,000			18,000		18,000
Highway improvements - Gillibrand estate/Southlands	90,000			90,000	(90,000)		0	0	0
Intelligent Management Information	79,310	(65,520)		13,790			13,790	0	13,790
Alleygates	40,000		11,490	51,490			51,490		51,490
Building Safer Communities	26,760			26,760			26,760	26,760	0
Corporate Director (Neighbourhoods) Total	523,430	(99,660)	0	423,770	(90,000)	0	333,770	71,730	262,040

Capital Programme Monitoring 2007/08

Scheme	2007/08 Estimate at 6/12/07 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Estimate at 26/2/08 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Revised Estimate £	External Funding £	CBC Funding £
Corporate Director (Business)									
Disabled Facilities Grants	355,000			355,000			355,000	235,000	120,000
Housing Renewal									
- Home Repair Grants	105,000			105,000			105,000		105,000
- Energy Grants	101,880			101,880			101,880		101,880
- Handyperson Scheme	10,000			10,000			10,000		10,000
Refurbishment of Cotswold House Homeless Unit	40,000			40,000			40,000	40,000	0
Housing Software Implementation	18,660			18,660	(8,660)		10,000		10,000
Regional Housing Pot Capital Grant funded schemes	95,220	(95,220)		0			0	0	0
Affordable Housing Halliwell Street Project 2007-2010	79,000	(79,000)		0			0	0	0
Homeless prevention Central Lancs Sanctuary Scheme Project	28,500	(28,500)		0			0	0	0
Affordable Housing HALS Project 07/09	460,000	(460,000)		0			0	0	0
EAGA Energy Efficiency	110,000	(110,000)		0			0	0	0
Affordable Housing Project (Site Assembly)	580,000	0	(580,000)	0			0	0	0
Regeneration Projects - Design Fees	103,220			103,220			103,220		103,220
Town Centre Paving Project	33,080			33,080			33,080	33,080	0
eDevelopment and Building Control Project	32,490		(20,010)	12,480		12,210	24,690	24,690	0
Delivering the Chorley Town Centre Strategy	100,000			100,000	(20,000)		80,000	80,000	0
Marketing Chorley	10,000			10,000	(10,000)		0	0	0
Eaves Green Link Road - contribution to LCC scheme	1,214,150			1,214,150		(18,170)	1,195,980	266,750	929,230
Buckshaw Village Railway Station	0		0	0		150,000	150,000	150,000	0
Corporate Director (Business) Total	3,476,200	(772,720)	(600,010)	2,103,470	(38,660)	144,040	2,208,850	829,520	1,379,330

Capital Programme Monitoring 2007/08

Scheme	2007/08 Estimate at 6/12/07 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Estimate at 26/2/08 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Revised Estimate £	External Funding £	CBC Funding £
Corporate Director (People)									
Leisure Centres/Swimming Pool Refurbishment	906,250	(75,000)		831,250			831,250		831,250
Duxbury Park Golf Course capital investment	418,840	(208,750)		210,090	(160,090)		50,000		50,000
Astley Park Improvements - Construction	1,048,820			1,048,820	(150,000)		898,820	694,940	203,880
Astley Hall/Park CCTV	34,000			34,000	(34,000)		0	0	0
Astley Park Woodland Management	56,000			56,000			56,000	56,000	0
Village Hall & Community Centres Projects	120,000	(90,000)		30,000			30,000		30,000
Extension to Chorley Cemetery (new burial area, Cemetery Development	830		(280)	550			550		550
Chorley Cemetery Lodge Refurbishment	6,500		280	6,780			6,780		6,780
Memorial Safety - Closed Churchyards	13,000		490	13,490			13,490		13,490
Groundwork Projects	20,000			20,000			20,000		20,000
Adlington Rail Station Improvements (S106 funded)	29,050			29,050			29,050	6,000	23,050
Common Bank - Big Wood Reservoir	7,500			7,500			7,500	7,500	0
Adlington Play Development (S106 funded)	330,000	40,000	19,100	389,100	(19,100)		370,000	370,000	0
Harpers Lane Recreation Ground Imps (S106 funded)	25,000		450	25,450			25,450	25,450	0
Play/Recreation Facilities (S106 funded)	30,000			30,000			30,000	30,000	0
Ulnes Walton Play/Leisure Schemes (S106 funded)	37,880	(27,630)		10,250			10,250	10,250	0
Corporate Play Development Plan	10,630	(10,630)		0			0	0	0
Coppull Playzone (S106 funded)	50,000			50,000			50,000	50,000	0
Lighting at Coronation Recreation Ground	25,000	(25,000)		0			0	0	0
Chorley Strategic Regional Site	56,000	(56,000)		0			0	0	0
CRM Integration	576,530	(576,530)		0			0		0
	0	15,000		15,000			15,000		15,000
Corporate Director (People) Total	3,801,830	(1,014,540)	20,040	2,807,330	(363,190)	0	2,444,140	1,250,140	1,194,000
Capital Programme Total	10,175,240	(2,144,420)	(619,040)	7,411,780	(499,850)	381,040	7,292,970	3,157,110	4,135,860

Capital Programme Monitoring 2007/08

Scheme	2007/08 Estimate at 6/12/07 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Estimate at 26/2/08 £	Slippage (to)/from 2008/09 £	Other Changes £	2007/08 Revised Estimate £	External Funding £	CBC Funding £
<i>Financing the Capital Programme</i>									
Prudential Borrowing	3,029,290	(640,050)	(994,360)	1,394,880	(205,090)	0	1,189,790		1,189,790
Unrestricted Capital Receipts	1,320,000		10,040	1,330,040		40,820	1,370,860		1,370,860
Preserved RTB Capital Receipts from CCH	1,000,000		200,000	1,200,000		(60,000)	1,140,000		1,140,000
Housing Investment Programme Restricted Capital Receipts	358,540		10,490	369,030	(8,660)		360,370		360,370
Capital Receipt earmarked for Strategic Regional Site	576,530	(576,530)		0			0		0
Revenue Budget - Specific Revenue Reserves or Budgets	111,660	(39,650)	3,060	75,070		(230)	74,840		74,840
CBC Resources	6,396,020	(1,256,230)	(770,770)	4,369,020	(213,750)	(19,410)	4,135,860	0	4,135,860
Ext. Contributions - Developers	1,335,550	(99,470)	229,250	1,465,330	(133,100)	284,520	1,616,750	1,616,750	0
Ext. Contributions - Lottery Bodies	871,940	(54,000)		817,940	(123,000)		694,940	694,940	0
Ext. Contributions - Other	332,000	38,000		370,000			370,000	370,000	0
Government Grants - Disabled Facilities Grants	180,000			180,000			180,000	180,000	0
Government Grants - WPEG	44,970			44,970			44,970	44,970	0
Government Grants - Housing Capital Grant	788,000	(772,720)		15,280		79,720	95,000	95,000	0
Government Grants - LPSA1	50,000		(40,000)	10,000	(10,000)		0	0	0
Government Grants - LABGI	150,000		(50,000)	100,000	(20,000)		80,000	80,000	0
Government Grants - Planning Delivery Grant	0		12,480	12,480		36,210	48,690	48,690	0
Government Grants - Other	26,760			26,760			26,760	26,760	0
External Funding	3,779,220	(888,190)	151,730	3,042,760	(286,100)	400,450	3,157,110	3,157,110	0
TOTAL CAPITAL FINANCING	10,175,240	(2,144,420)	(619,040)	7,411,780	(499,850)	381,040	7,292,970	3,157,110	4,135,860

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REPORT OF EXECUTIVE CABINET

JOINT WORKING WITH PRESTON AND SOUTH RIBBLE COUNCILS ON THE LOCAL DEVELOPMENT FRAMEWORK AND ESTABLISHMENT OF JOINT ADVISORY COMMITTEE

1. The Executive Cabinet agreed in principle at its meeting on 15 November 2007 to formalise the joint working arrangements with Preston and South Ribble Councils on the Local Development Framework (LDF) processes.
2. The Corporate Director (Business) submitted a further report to the 27 March 2008 meeting of the Executive Cabinet on plans to take the formal arrangements a step further. This will entail the establishment of a Joint Advisory Committee to comprise a small number of Councillors from the three Borough Councils and one Lancashire County Councillor to oversee the preparation of a Joint Core Strategy and any other relevant LDF documents. The Joint Advisory Committee will not be granted any delegated authority, as the ultimate decision making powers will remain with each of the three District Authorities. The Joint Committee will receive reports on the preparation of the respective LDF documents and for subsequent advice and guidance to the Authorities on their adoption.
3. The financial and staffing arrangements for the preparation of LDF documents and the operation of the Joint Committee will need to be assessed and determined at a later date by the participating Councils.
4. We supported the proposals to formalise the collaborative working arrangements, but, as the establishment of the new body and the decisions on the production of the LDF documents are not within the remit of the Executive Cabinet, decisions will require to be made by the full Council.
5. A copy of the report of the Corporate Director (Business) considered by the Executive Cabinet on 27 March, which explains the background and reasons for the proposals, is attached.

Recommendations

6. We accordingly recommend the Council to approve:
 - (a) the establishment under Section 102(4) of the Local Government Act 1972 of a Joint Advisory Committee between Chorley, Preston and South Ribble Borough Councils to advise upon the preparation of a Joint Core Strategy and any other joint Local Development Framework Documents;
 - (b) delegated authority being granted to the Executive Member for Economic Development and Regeneration to deal with the practical implementation of the joint working;
 - (c) to agree the nomination at the Annual Meeting on 13 May 2008 of three Councillors (including one Executive Member), together with substitute Member(s), to serve on the Joint Advisory Committee.

COUNCILLOR PETER MALPAS
Executive Member for Economic Development and Regeneration

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There are no background papers to this report.

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Report of	Meeting	Date
Corporate Director (Business) (Introduced by the Executive Member for Economic Development and Regeneration)	Executive Cabinet	27 March 2008

ESTABLISHMENT OF JOINT ADVISORY COMMITTEE AND JOINT WORKING WITH PRESTON AND SOUTH RIBBLE COUNCILS ON THE LOCAL DEVELOPMENT FRAMEWORK

PURPOSE OF REPORT

1. To present proposed formal arrangements for Local Development Framework joint working and approve the terms of a local agreement document.

RECOMMENDATION(S)

2. Cabinet is recommended to:
 - agree to establish under Section 102(4) of the Local Government Act 1972 a Joint Advisory Committee with Chorley, Preston and South Ribble Borough Councils to advise upon the preparation of any Joint Local Development Document
 - delegate authority to the Executive Member for Economic Development and Regeneration to deal with the practical implementation of the joint working
 - note that in due course it will be asked to nominate one or more Members of the Cabinet and Substitute(s) to serve on that Joint Advisory Committee

EXECUTIVE SUMMARY OF REPORT

3. At its meeting on 15 November 2007, Cabinet agreed in principle to formalise joint working on the Local Development Framework (LDF) with Preston and South Ribble Councils by entering an agreement under section 28 of the Planning and Compulsory Purchase Act 2004. This Report (together with one going to the Council on 22 April 2008) progresses that decision. It proposes that the three authorities produce a Joint Core Strategy and any other Joint Local Development Documents that may subsequently be agreed, that process would be overseen by a Member level Joint Advisory Committee. That Joint Advisory Committee would not, however, have delegated decision making powers, it would only advise. Each authority would reach its own decisions on LDF matters having received advice from the Joint Advisory Committee. The precise financial and staffing of the arrangement will be worked up in due course in liaison with the Joint Advisory Committee and/or the Executive Member for Economic Development and Regeneration.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. There is a need to build in a more formal dimension to the existing inter-authority co-operation on planning policy matters. In so enhancing decision making by providing a formal arena in which key issues are aired, the potential for delay in the LDF programme will be minimised, while enhanced external financial support may ensue.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. Maintaining the existing informal co-operation is feasible but the benefits of a more formal approach will be missed. Alternatively it would be possible to go further than proposed by establishing a Section 29 Joint Committee. That would take some time to achieve, however, and would also involve each authority delegating its planning powers to that joint body.

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	X	Develop local solutions to climate change.	X
Improving equality of opportunity and life chances	X	Develop the Character and feel of Chorley as a good place to live	X
Involving people in their communities	X	Ensure Chorley Borough Council is a performing organization	X

BACKGROUND

7. At its meeting on 15 November 2007 (Minute EC 130) Cabinet agreed to recommend to Council to support in principle joint working on the Local Development Framework (LDF) with Preston and South Ribble Councils by entering an agreement under section 28 of the Planning and Compulsory Purchase Act 2004. That approval was subject to the detailed wording and later approval of a local agreement document. The Council subsequently accepted that recommendation at its meeting on 18 December 2007. Both the report to Cabinet and the report to Council highlighted the possibility of establishing a joint advisory body to make recommendations to the constituent authorities on the contents of the joint documents.

8. A number of factors are of relevance to that decision:

- the existing track record of co-operation on planning policy between the three authorities
- the views of the Government Office for the North West being supportive of joint working on the LDF
- potential financial rewards through Housing and Planning Delivery Grant
- the extent of other joint/partnership working that the Council is successfully pursuing
- the scope to maximise economies of scale
- the prospect of furthering better spatial planning to the benefit of all three districts
- while decision making would remain with the three authorities, the risk of the programme being delayed would be reduced as key issues are aired and discussed in full by a formally established joint body: this was felt to be a preferable route to the alternative of proceeding under Section 29 by way of statutory Order to create a Joint Committee with delegated powers taking decisions binding on the three authorities

9. Cabinet now needs to confirm that the establishment of a Joint Advisory Committee is the way forward and agree the practical elements of the working of that Joint Advisory Committee. A report on the subject is also being submitted to Council on 22 April 2008 as some elements of the LDF process are not Executive Functions, including the decision to produce a Joint Core Strategy and other Joint Local Development Documents(LDDs).
10. Currently each authority has a Member Working Group (MWG) to advise officers in the preparation of the Local Development Framework. Preston's comprises 7 members, Chorley have 17 members and South Ribble have 10. Whilst joint meetings have been held successfully, the potential membership of some 34 members would be too great to effectively direct joint work on the Core Strategy. The representation from each Council needs to be equal, and the total number of members reduced substantially. Other joint working authorities tend to have 3 or 4 members each on the Joint Advisory Body. Accordingly, the recommendation is for three Members from each local planning authority with one from the County Council.
11. A draft Agreement has been prepared to establish the Joint Advisory Committee and is being discussed by the Council's legal advisers. That Agreement covers the procedural aspects of the Joint Advisory Committee. Important provisions in the draft include provision for substitute Members, a proposal that the venue for meetings should rotate between the Districts and a proposal that the Chairmanship should be rotated on an annual basis.
12. Until now the Officer support for joint working has been provided on an informal basis with, for example, "writing teams" of Officers getting together to produce draft documents. Going forward, decisions will be required about what more formal staffing arrangements are required. It is envisaged that proposals will be worked up in liaison with the Joint Advisory Committee before being submitted to each Council. The agreement provides for this eventuality.
13. The agreement can be terminated on notice by any of the Authorities. If this happened prior to a LDD being submitted for independent examination, each authority would be able to pick up the work done to then produce its own LDD. However the implications of doing so are considerable and could, for example, involve a re-write of the Core Strategy, thus missing a Local Development Scheme milestone with a knock on effect on other LDDs and potential loss of Housing and Planning Delivery Grant. If termination happened while the LDD was the subject of independent examination, the independent examination would be suspended but could (with the consent of the Department for Communities and Local Government) be resumed in respect of any subsequent "adoption" by an authority of some or all of the work carried out jointly. In the unlikely event that termination occurred at the final adoption stage, this would prevent adoption of the LDD with consequent delay and cost.
14. When the Agreement is in force, it is suggested that Full Council would nominate up to two Members to serve on the Joint Advisory Committee with Cabinet nominating the other seat(s). This would reflect the fact that the Joint Advisory Committee will be dealing with a mix of Executive and Council functions. So in total there would be 3 Members from each District Council. The County Council would have 1 Member on the Committee, so overall it would comprise 10 Members. The Committee would only advise on LDF matters, normally this would concern the content of documents to be published. The views of the Committee will then be reported to each District Council Cabinet for final decisions.

IMPLICATIONS OF REPORT

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal	X	No significant implications in this area	

COMMENTS OF THE CORPORATE DIRECTOR OF GOVERNANCE

16. The proposal is the most appropriate legal route for implementing the Cabinet's and Council's earlier decisions and will be reflected in a legal agreement between the parties.

JANE E MEEK
CORPORATE DIRECTOR (BUSINESS)

There are no background papers to this report

Report Author	Ext	Date	Doc ID
Julian Jackson	5280	28 February 2008	Z/LDF/JOINT WORKING

REPORT OF EXECUTIVE CABINET

GENERAL REPORT

1. The Executive Cabinet has met twice since the last Ordinary Council meeting on 18 December 2007. This report summarises briefly the principal items considered at the two meetings on 14 February and 27 March 2008. Separate reports on the matters that require a specific Council decision appear elsewhere on the Council's agenda.

MEETING HELD ON 14 FEBRUARY 2008

Beacon Council Status

2. The Chief Executive made a short presentation to the Executive Cabinet on the key elements of the Council's bid for Beacon Council status to be afforded to the Authority by the Government in recognition of the Council's initiatives related to 'Transforming Services for Citizen Engagement and Empowerment'.
3. The Chief Executive's address explained the rationale and basis of the bid, which had highlighted the strong customer oriented culture of the whole of the organisation that now underpins its service delivery. The Council's innovative and consultative approach has helped to shape the services around the needs and aspirations of local residents to the extent that the Authority's overall customer satisfaction rate has increased by 14% during the past year, placing Chorley amongst the five Authorities with the highest customer satisfaction ratings.
4. We are, of course, all aware of the success of the bid since the Executive Cabinet meeting. The prestigious award of Beacon status to Chorley Council announced by the Secretary of State for Communities and Local Government is a testament to the innovative and pioneering initiatives and practices that the Council has introduced over the past year or so and national recognition of the concerted efforts of members, senior officers, staff and the Council's partners. The award brings access to funding in the region of £80,000 to promote and disseminate our good practice to other authorities and allows certain exemptions from the inspection regime.

Alcohol Consumption in Designated Public Places – Proposed Order under Criminal Justice and Police Act 2001

5. Following the Executive Cabinet's consideration of a report of the Corporate Director (Neighbourhoods), the General Purposes Committee, at its meeting on 3 March 2008, approved the Executive Cabinet's recommendation that the Council undertakes a consultation with local residents, organisations and businesses on a proposal to make a Designated Public Place Order under Section 13 of the Criminal Justice and Police Act 2001 in respect of the area surrounding the Leisure Centre complex and Springfield Road, Coppull and in the vicinity of German Lane.
6. The Order, if implemented, will not introduce a blanket ban on the drinking of alcohol within the designated area, but will make any failure to comply with a Police Officer's requirements in respect of public drinking or surrender of alcohol, without reasonable excuse, an arrestable offence. The principal purpose of the Order is to provide the Police with a further tool to tackle anti-social and alcohol fuelled behaviour. If the initiative proves successful, the scheme can be replicated in other appropriate areas of the Borough.

Performance Monitoring Report

7. The Assistant Chief Executive (Policy and Performance) presented her periodic review of the Authority's performance in the delivery of the key projects and measures in the Corporate Strategy and against national Best Value Performance Indicators (BVPIs) during the third quarter of 2007/08 ending on 31 December 2007.
8. We noted the Authority's commendable performance on the delivery of the refreshed Corporate Strategy's key projects, with 84% of the projects either having been completed or progressing on or ahead of plan. In addition, the report confirmed a good overall BVPI performance, with an increased 41% of BVPIs in the top quarter nationally and 67% of indicators having shown an improving or consistent performance. We were assured that the three Corporate Strategy projects that are behind schedule and the BVPIs that are failing to meet their respective targets will be monitored and action taken to bring them on course.

Child and Young Person Protection Policy

9. The Executive Cabinet approved for adoption a Child and Young Person Protection Policy.
10. Under the terms of the Children Act 2004, the Council has a statutory responsibility to provide a safe environment for children and young people, in which their welfare is of paramount importance. This was of particular relevance in relation to the wide variety of services and activities provided either directly for, or with the participation of, children and young people, particularly in the field of sport, art and culture. The newly adopted policy confirms the Council's commitment to these responsibilities and set out various systems, guidance and procedures for Officers to follow in differing circumstances in order to protect children and young people.
11. The policy will apply to all permanent and temporary staff, Councillors, Contractors and volunteer workers. The role of Designated Child Protection Officer, who will provide a point of contact and take forward any concerns or disclosures on children at risk, will be undertaken by the new post of Active People Manager (Leisure and Inclusion).

Improving Neighbourhoods in Chorley

12. The Chief Executive presented the Executive Cabinet with a report on the recommendations of the Cabinet Task Group that had been set up to examine further the findings of the Environment and Community Overview and Scrutiny Panel's inquiry into new methods of neighbourhood working.
13. We accepted the Task Group's proposals and have approved an action plan to establish neighbourhood teams operating within seven Neighbourhood Areas which, collectively, will cover the whole of the Borough. The teams for each area will include a Neighbourhood Officer and will operate under the central control of a new Neighbourhood Co-ordinator/Analyst. Each team will be responsible for the completion of an Action Plan for its respective Area and for the management of a dedicated budget. A total of £250,000, including a one-off £100,000 revenue contribution to pump-prime the initiative, has been factored into the 2008/09 budget.
14. We are optimistic that this innovative model of neighbourhood working, with a firm emphasis on neighbourhood action, as opposed to a meetings led concept, will ultimately prove to be an effective means of improving the quality of life for all our residents.

MEETING HELD ON 27 MARCH 2008**Scrutiny Inquiry Reports**

15. The Executive Cabinet were presented with the findings and recommendations of the Corporate and Customer Overview and Scrutiny Panel as contained in the Panel's reports of its inquiries into (a) Absence Management and (b) Efficiency Gains throughout the Authority.
16. The Panel has made nine specific recommendations in relation to its review of absence management and twelve recommendations in its report on the Efficiency Gains inquiry, which have been endorsed by the Overview and Scrutiny, with the exception of one amended recommendation within the Efficiency Gains report.
17. We accepted the findings and recommendations of the Corporate and Customer Overview and Scrutiny Panel on its two inquiries, as amended by the Overview and Scrutiny Committee, for further consideration by the Executive Cabinet. Our ultimate decisions on the recommendations will be reported back to a future Cabinet meeting.

Community Cohesion Strategy for Chorley – ‘One Chorley Forward Together’

18. The Executive Cabinet received and endorsed a Community Cohesion Strategy for Chorley entitled ‘One Chorley Forward Together’ produced by the Chorley Local Strategic Partnership following an extensive and wide ranging consultation exercise.
19. The strategy sets out the Borough's response to the national community cohesion agenda and addresses its three priorities to improve life chances for all; develop the character and feel of Chorley as a good place to live, work and play; and build stronger communities with approved access to public services.
20. Chorley Council will be expected to lead and progress a number of the key actions contained in the strategy, the delivery of which will be monitored by a Sub-Group of the LSP.

Chorley Partnership – Third Quarter Update

21. The Assistant Chief Executive (Policy and Performance) presented the Executive Cabinet with the quarterly update report on the activities and future plans of the Chorley Local Strategic Partnership.
22. The LSP continues to thrive and harness the work and collaboration of its key partners in a wide range of community based projects being co-ordinated by the Partnership's Executive. Those initiatives include an action plan to reduce teenage pregnancies in the Borough, the MATAC community safety venture, the Vulnerable Household project being run in conjunction with South Ribble Council and a number of environmental improvement schemes.
23. Following the Council's allocation of £90,000 to pump prime LSP joint projects in 2008/09, the Partnership Executive will shortly be asked to select the projects it wishes to implement over the coming year from the projects put forward by the LSP's Thematic Groups.

Guiding Principles for Development of the Botany/Great Knowley Site

24. The Executive Cabinet approved the amended Guiding Principles document for the development of the Botany/Great Knowley site at Chorley which is currently allocated in the Chorley Borough Local Plan Review for Class B1 (Offices/Light Industry) and Class B2 (General Industry) use. The purpose of the document is to provide guidance and advice to

potential developers of the site in order to ensure that the highest quality design and layout is achieved in the event of any ultimate development of the site.

25. The Guiding Principles document has been altered to take account of the outcome of the additional consultations and public meetings that have taken place since the original guidance was presented to the Members in June 2007, including the incorporation of a comprehensive checklist of planning application requirements.
26. Whilst accepting the rationale behind the production of the Guiding Principles document at this stage, we are aware of some Members' concerns at the appropriateness of the site being earmarked for employment development purposes. With this in mind, we have reaffirmed the Authority's stance that it will make all reasonable endeavours to seek a reallocation of the site through the formal Local Development Framework process.

Asset Management Strategy and Plan, 2008/10

27. The Executive Cabinet approved, for consultation purposes, a draft Asset Management Strategy and Plan for 2008/10 prepared by the Assistant Chief Executive (Business Transformation) in accordance with statutory requirements.
28. The draft Strategy Plan encompasses each property and land holding (including parks and open spaces) that the Council currently owns and manages. The principal aim of the strategy will be to examine whether the Council's asset resources are currently fit for purpose and how they can be used for maximum effectiveness and to contribute to the Council's corporate objectives.

Core Funding, 2008/09 – Awards in excess of £5,000

29. Following consideration of a report and recommendations from the Corporate Director (People), the Executive Cabinet have authorised Core Funding grant assistance in varying sums in excess of £5,000 to seven key non-profit making organisations operating throughout the Borough from the 2008/09 budget provision. The grant aid is dependent in each case on the Corporate Director (People) agreeing and signing-off a Core Funding Agreement with each organisation.

Achieving Service Excellence in Chorley

30. We received and noted a report of the Corporate Director (People) which outlined the means by which the Council plans to achieve the optimum service delivery and customer satisfaction by building on the strong foundations already put in place.
31. The report set out a series of principles for the future design and delivery of services based around clear customer insight and intelligence whilst taking account of the need to effect efficiency savings wherever possible. Projected plans of action to achieve the services that will satisfy customer needs and aspirations were outlined in the report, together with details of how progress will be monitored and reviewed.
32. The Executive Cabinet endorsed the concept and action plans and approved the acceptance of the £50,000 aid from the Department for Communities and Local Government to fund the inclusion of the 'Circle of Need' project within the work programme.

Crime and Disorder Reduction Partnership

33. The Executive Cabinet considered a report of the Corporate Director (Neighbourhoods) on plans presently under examination to merge the Chorley, South Ribble and West Lancashire Community Safety Partnerships into a Lancashire South Strategic Crime and Disorder Reduction Partnership.

34. The proposals have emerged from a statutory strategic assessment of the current Partnership. The creation of a single Crime and Disorder Reduction Partnership aligned to the policing area aims to provide a strategic body that will enable the pooling of intelligence and resources, which will, in turn, increase capacity and the ability to access more centralised funding resources. While the new Partnership would operate at a strategic level, the local service delivery arms (eg MATAC) would be maintained.
35. A number of Members present at the Executive Cabinet meeting expressed concern at the level of consultation that had taken place on the merger plans, particularly amongst partner organisations. In addition, the Overview and Scrutiny Committee recommended at its meeting on 25 March the postponement of the merger plans for 6 weeks to allow a more wide ranging consultation exercise to be carried out and, subsequently, the operation of a pilot project for a 12 months period, with an interim review after 6 months and performance measurement criteria being developed.
36. We accepted the concerns regarding the level of prior consultation on the amalgamation plans and have agreed the interim recommendations of the Overview and Scrutiny Committee. This will allow wider consultation on the proposals and an examination of the future role of the local community groups within the proposed new strategic body.

People Directorate – Restructure

37. We considered a report of the Corporate Director (People) and approved for consultation purposes with staff and trade unions recommended proposals to alter the structure of the People Directorate.
38. The proposals, which follow on from the recent senior management restructure, are aimed at redressing the current disproportionate allocation of resources across some service areas; providing greater capacity for the Directorate to meet the new needs of the service (particularly in relation to the Neighbourhoods agenda and Astley Park); and securing all available external resources and assistance.
39. The restructure plans entail the deletion of a number of identified current posts and the creation of a greater number of new posts, several of which will be funded by external sources. Consequently, it is anticipated that the restructure plans will be cost neutral.

Recommendation

40. 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	Meeting	Date
Director of Corporate Governance (Introduced by the Executive Member for Customer, Democratic & Legal Services)	Council	22 April 2008

REVIEW OF THE COUNCIL'S DECISION MAKING STRUCTURE

PURPOSE OF REPORT

1. 1.1 Following the approval of this report by the Executive Cabinet, the Council meeting is requested to agree:
 - changes to the structure of the Council's overview and scrutiny function;
 - other changes to the Council's committee structure which would assist in streamlining decision making; and
 - consider any changes to the Council's Executive portfolio's in the light of recent management and departmental restructuring.
- 1.2 The Overview and Scrutiny Committee on 25th March 2008 and the Licensing and Safety Committee on 2 April 2008 both considered reports on changes proposed within their areas. As a result, two further comments are included in italics in the recommendations of the report.

RECOMMENDATIONS

2. 2.1 That the following recommendations for changes to the structure of overview and scrutiny be approved:
 - One overarching Overview and Scrutiny Committee, meeting 10 times a year with a membership of 12 Councillors. The two current scrutiny panels, Corporate & Customer and Environment & Community, to be disbanded.
 - The Overview and Scrutiny Committee to be the Committee which hears any call-ins of decisions; sets the workplan for scrutiny for the whole year and also consider corporate issues including:
 - overall performance information;
 - business planning for the Council
 - overall budget scrutiny
 - The Overview and Scrutiny Committee to establish and appoint task and finish groups to undertake reviews. A Task and Finish Group should generally consist of Councillors from the membership of the main committee but should also include other Council Members (other than Executive Members) who are interested in the topics under scrutiny. *Overview and Scrutiny Committee to decide the size of each Task Group.*
 - The Chair of Overview and Scrutiny Committee to be from the main opposition group, and the Vice Chair to be from the ruling group.
 - Overview and Scrutiny Task Groups must be chaired by a Member of the Overview and Scrutiny Committee.
 - That the Independent Remuneration Panel be requested to look at the special responsibility allowances for scrutiny roles.

2.2 That the structure of decision making for licensing be revised to provide for:

- an overarching Licensing Committee meeting four times a year, with a membership of 17, to consider all licensing matters (including policy, monitoring and enforcement issues and matters formerly considered by the Statutory Licensing Committee) other than decisions on individual applications for licences or the review of licences. In addition the Council's functions in respect of Alcohol Designation Orders be allocated to this Committee. In recognition of its proactive role in promoting public safety the Committee be renamed the Licensing and Public Safety Committee.
- That all individual applications and reviews (including under the Licensing Act 2003, the Gambling Act 2005 and all hackney carriage/private hire and any other miscellaneous licences) be delegated to a Licensing Sub Committee made up of three** Councillors scheduled to meet once a month at 10am. Membership to be on a rotational basis as at present.

*** Licensing and Safety Committee has requested that five councillors (rather than three) should constitute a Sub Committee for consideration of hackney carriage and private hire licences.*

- The Licensing Sub Committee will meet either as a Licensing Act 2003 Sub Committee (to deal with personal and premises licences and reviews under the Licensing Act 2003 and the Gambling Act 2005) or as a General Licensing Sub Committee (dealing with hackney carriage/private hire and any other miscellaneous licence) depending on the business to be considered.

2.3 That the membership of the Local Development Framework (LDF) Working Group be reduced to 12 to reflect its status as a Working Group and that membership include both the Chair and Vice Chair of the Development Control Committee and the Executive Member for Economic Development and Regeneration. The Working Group's terms of reference to be amended to reflect its revised role in considering just LDF issues rather than the wider Community Strategy.

2.4 That, having succeeded in achieving the Charter for Member Development, the Member Development Steering Group be given an extended remit to include all aspects of Members support, including the responsibilities of the Civic Events Working Group. The group to be renamed the Members Support Working Group, to meet just 5 times a year with membership to include the Executive Member for Customer, Democratic and Legal Services. The Civic Events Working Group to be disbanded.

2.5 That the potential changes to Standards Committee be noted only at this stage but that the Monitoring Officer be authorised to seek to recruit a further two independent members and one Parish Councillor and that the Council membership be increased to five, appointed at the Annual Meeting of the Council.

2.6 That in order to consider the wider equalities agenda, consultation take place on the establishment of an Equalities Forum, meeting 4 times a year with a Council membership of 6 to include the Executive Member for Corporate Policy and Performance. The Equalities Forum to establish Task and Finish Groups to consider specific issues. The existing disability and ethnic minority consultative fora to be disbanded but the wider membership of those groups to be retained for consultation purposes and potential involvement in Task and Finish Groups.

2.7 That consideration be given to changes in the current Executive portfolios to reflect recent managerial and departmental restructuring and proposals be brought to the Annual Council meeting on 13 May 2008.

2.8 That the calendar of meetings for 2008/09, incorporating the above changes be approved as set out in the attachment to this report; and

2.9 That the Director of Corporate Governance be authorised to make the appropriate Constitutional changes to ensure the above recommendations can be implemented, including the removal of references to the Community Forum meetings.

EXECUTIVE SUMMARY OF REPORT

3. The report recommends changes to the current decision making structure, in particular, to:

- Overview and Scrutiny
- Licensing
- Local Development and Community Strategy Working Group
- Member Development Steering Group
- Standards Committee; and
- A new Equalities Forum

The report further recommends approval to the calendar of meetings for 2008/09 and asks that changes to portfolios be considered.

REASONS FOR RECOMMENDATIONS

(if the recommendations are accepted)

4. The recommendations seek to make improvements to ensure that the Council’s decision-making structure continues to meet local requirements, fits with best practice nationally and changes in the light of new legislation and Government thinking.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. There is an option to retain the current structure of decision making.

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		Develop local solutions to climate change.	
Improving equality of opportunity and life chances		Develop the Character and feel of Chorley as a good place to live	
Involving people in their communities	/	Ensure Chorley Borough Council is a performing organization	/

BACKGROUND : REVIEW OF COMMITTEES

7. **OVERVIEW & SCRUTINY** : The review of the scrutiny process has been ongoing throughout 2007/08 with Member consultation and consideration of options by political groups. There is general consensus that there should be one larger overarching scrutiny committee and that the existing scrutiny panels should be abandoned in favour of smaller task and finish groups. These will be made up of scrutiny committee Members but with the option to involve other Members on the Council who may be interested in the reviews being undertaken and who may also make recommendations for topics to be reviewed. The recommendations contained in paragraph 2.1 set out the detail of the new structure and these were considered by the Overview and Scrutiny Committee on 25th March.

It is further suggested that the Independent Remuneration Panel be asked to look at the special responsibility allowances for scrutiny roles in particular an allowance for the Vice Chair role and small allowances for any Task Group chairs.

- 8. LICENSING :** Currently the Statutory Licensing Committee meets to consider policy issues in relation to the Licensing Act 2003 and Gambling Act 2005. The Licensing and Safety Committee, which has the same membership as the Statutory Licensing Committee considers policy and monitoring issues in respect of other licensing functions and any health and safety matters but also deals with individual hackney carriage/private hire licence applications. Individual applications and reviews for the Licensing Act 2003 and Gambling Act 2005 are considered by Sub Committees with rotating membership. As required by law these Sub Committees have three Members. There is scope to simplify the licensing structure and also look to address the anomaly whereby a hackney carriage/private hire licence applicant appears before a committee of 17 people and applicants under other licensing legislation face a sub committee of just three members.

The structure suggested in recommendations in paragraph 2.2 would provide for one overarching Licensing Committee dealing with all policy, consultation, enforcement and monitoring matters and a Licensing Sub Committee would be scheduled to meet once a month, meeting either as a Licensing Act 2003 Sub Committee or as a General Licensing Sub Committee to deal with any applicants who require licence approval/review. Membership of the Licensing Sub Committee would rotate as currently and the scheduled meetings would be cancelled if there were no business for consideration. It is proposed that the Licensing Committee be scheduled to meet four rather than the current eight times a year as it will not be dealing with applications and that Sub Committee meetings are scheduled to meet at 10.00am. The quarterly Licensing Committee will meet at 2.00pm on the same date as a scheduled Sub Committee meeting. The Licensing Liaison Panel will continue in its present form.

It is also proposed that the Council's functions in respect of Alcohol designation orders should be allocated to the Licensing Committee. In recognition of the proactive role that the Committee takes in regard to public safety it is recommended that the Licensing and Safety Committee is renamed the Licensing and Public Safety Committee.

In considering these proposals the Licensing and Safety Committee has requested that the membership of Sub Committee's considering private hire and hackney carriage licences should be five rather than three members.

- 9. LOCAL DEVELOPMENT FRAMEWORK/COMMUNITY STRATEGY WORKING GROUP:** This Group has for some years had the same membership as the Development Control Committee but has an extended remit to include the Community Strategy. It is suggested that the terms of reference of this Group be revised to focus on the Local Development Framework (LDF) as Community Strategy issues are considered directly by both the Executive and the LSP, although officers will ensure that both the LDF and Community Strategy continue to be closely aligned. It is also proposed that there be a reduced membership of the Group to recognise its working group status as a debating forum. It is suggested that the membership be reduced to twelve to include both the Chair and Vice Chair of the Development Control Committee and the Executive Member for Economic Development and Regeneration. The specific recommendations are included in paragraph 2.3.

- 10. MEMBER DEVELOPMENT STEERING GROUP:** This group has been focussed on Member development issues and was scheduled to meet monthly during the drive towards achieving the North West Employers Member Development Charter. Having successfully achieved it, the group no longer needs to meet as frequently and could also

usefully extend its remit to member support issues and the work currently undertaken on an occasional basis by the Civic Events Working Group. It is suggested that the Executive Member for Customer, Democratic and Legal Services continues to serve on this group as portfolio holder. The Group can provide a lead on issues relating to Members and it is recommended that it be re-designated the Member Support Working Group. The detail of this recommendation is included in paragraph 2.4.

11. STANDARDS COMMITTEE: Following on from the revisions to the Councillors Code of Conduct and provisions contained in the new Local Government and Involvement in Health Act, regulations are currently being drawn up by the Government giving Council Standards Committees a much greater role in the filtering and determination locally of complaints to the Standards Board. The Standards Committee has been kept updated on the Government’s proposals as they are issued, but in summary the Committee will need to establish three Sub Committees to filter complaints, hear cases and hear any appeals. There is also the possibility of joint working on aspects of this process and this is currently being looked at across Lancashire. However, whatever the outcome it is acknowledged that the current membership of the Standards Committee needs to be extended to cope with the additional roles. The recommendations to fulfil this are as set out in paragraph 2.5.

12. EQUALITIES FORUM: The current Disability Liaison Group and the Ethnic Minority Consultative Committee have a relatively small Councillor membership with representation from a wider group of community and interest groups. There is a need to embrace the wider equalities agenda beyond ethnicity and disability and the current groups have become very large. It is suggested that the current groups be disbanded in favour of an Equalities Forum with appropriate representation from key partners and relevant community and interest groups. The new Equalities Forum should continue to have a membership of six Councillors, including the relevant portfolio holder, the Executive Member for Corporate Policy and Performance. It is proposed that the Equalities Forum should establish Task and Finish Groups to consider specific issues. A database of the current wider representation from disability and ethnic minority groups will be retained for consultation purposes and potential involvement in Task and Finish Groups. Recommendation 2.6 refers.

13. PORTFOLIOS :

The last 12 months has seen a number of changes to departments and the management structure of the Council and there is an opportunity to revise portfolios in line with those changes.

IMPLICATIONS OF REPORT

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

Finance		Customer Services	
Human Resources		Equality and Diversity	/
Legal	/	No significant implications in this area	

COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (POLICY & PERFORMANCE)

The Equalities Bill and the recent creation of the Commission for Equalities and Human Rights (which replaces the Racial Equalities Council, Disability Rights Commission and Equal Opportunities Commission) signals a change in thinking nationally about the approach to equalities whereby a co-ordinated approach to all equality issues is seen as the best way forward.

The creation of a single Equalities Forum would allow us to put other strands of equality on an equal platform to ethnicity and disability (age, gender, sexuality, religion and rurality) and would allow us to focus limited resources on delivering real action which will change service outcomes for equality target groups.

The current consultation mechanisms are evolving into task and finish groups, much of the more detailed work around redesigning services has been done outside of meetings and involved site visits or detailed consultation events. Examples include accessibility of the website, markets design and the committee's response to 'Our Shared Future'. The proposed approach would formalize this way of working which from experience has worked well.

**ANDREW DOCHERTY
DIRECTOR OF CORPORATE GOVERNANCE**

Report Author	Ext	Date	Doc ID
Carol Russell	5196	12 March 2008	

Background Papers			
Document	Date	File	Place of Inspection
Council's Constitution	***	***	website

DRAFT
CHORLEY BOROUGH COUNCIL
CALENDAR OF MEETINGS FROM MAY 2008 TO MAY 2009

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

6.30pm
5.00pm
6.30pm
6.30pm
10.00am
6.30pm
2.00pm
10.00am
2.00pm
6.30pm
4.00pm
4.00pm

(COUNCIL)
(EC)
(O&S)
(OSTG)
(Audit)
(DC)
(L)
(LSC)
(ST)
(PCL)
(CPB)
(CPE)

All Party Leaders Liaison Meeting
Informal Cabinet Meeting
Conservative Group Meeting
Labour Group Meeting
Local Development Framework Working Group
Member Support Working Group
Member Learning Hour
Equalities Forum
Lancashire Local Chorley Committee

3.00pm
5.00pm
5.30pm
7.00pm
5.30pm
2.00pm
6.00pm
7.00pm
6.15pm

(LL)
(ICB)
(CG)
(LG)
(LDF)
(MSWG)
(MLH)
(EF)
(LLCC)

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

Summer Term 2008
Mid term closure Monday 26 May - Friday 30 May 2008. Closure after school on Wednesday 23 July 2008
Autumn School Term 2007 - Re-open on Tuesday 2 September 2008
Mid term closure Monday 27 October - Friday, 31 October 2008 (inclusive)
Closure after school on Friday 19 December 2008
(Local Government Association Annual Conference - 1 to 3 July 2008)

Spring School Term - Re-open on Monday 5 January 2009
Mid term closure Monday 16 Feb - Friday 20 Feb 2009 (inclusive). Closure after school on Friday, 3 April 2009.

Summer School term 2008 - Re-open on Monday 20 April 2009 May
Day closure Monday 4 May 2009.
Mid term closure Monday 25 May - Friday 29 May 2009. Closure after school on Thursday 21 July 2009

AS AT THURSDAY, 27 MARCH 2008

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REPORT OF THE AUDIT COMMITTEE

GENERAL REPORT

1. This report gives a brief summary of the items discussed at the meetings of the Audit Committee held on 17 January and 19 March 2008.

17 January 2008

Use of Resources

2. The Audit Commission submitted a report on the Annual Use of Resources Assessment which evaluated how well council's manage and use their financial resources.
3. This was the third year that the assessment had been carried out and the assessment had been based on the key lines of enquiry for 2007. The period assessed had been brought into line with the 2006/07 financial year and focused on the importance of having sound and strategic financial management to ensure that resources were available to support the Council's priorities and improve services covering five main themes:
 - Financial reporting
 - Financial management
 - Financial standing
 - Internal control
 - Value for money
4. The Council had improved on its score on four of its Key Lines of Enquiry (KLOE's) obtaining maximum scores and had once again scored a 4 on its value for money. The Chair on behalf of the Committee had praised the Assistant Chief Executive (Business and Transformation) and his team in achieving these high scores.
5. The Chair sought assurance about the Council's commitment to Member training on Ethical Governance procedures and the Corporate Director (Governance) had outlined the present arrangements to the satisfaction of the Committee.

Best Value Performance Plan

6. The Audit Commission submitted a report on their audit of the Council's best value performance plan and concluded that they had formed 'a clear opinion' and had no reservations or recommendations.

Data Quality

7. The Audit Committee submitted a report that gave details of a Data Quality Review of the Council. The Audit Commission carried out a

three stage approach to the audit of performance indicators for 2006/07 that focused on the Authority's arrangements to ensure quality data comprising:

- Management arrangements
- Analytical review
- Date quality spot checks

8. An action plan had been agreed with the Council to address any issues that had arisen from the review.

Annual Governance Statement

9. The Assistant Chief Executive (Business Transformation) submitted a report to provide the Audit Commission with assurance that the necessary action had taken place to address the "significant governance issues" published in the Annual Governance Statement (AGS) that had been identified in the most recent self-assessment of the Council's corporate governance arrangements.
10. Assessments had also been carried out at Directorate level, producing Directorate Assurance Statements and any actions that needed to be addressed had been fed into the Business Improvement Plans of the Directorates concerned. These had been, or were nearing completion.

Anti-Fraud and Corruption Strategy

11. The Assistant Chief Executive (Business Transformation) had submitted a revised version of the Anti-Fraud and Corruption Strategy. The Council is continuing to develop a corporate framework that manages risk in order to minimise the incident of fraud, corruption and other adverse events within the Authority and looking at more proactive ways of identifying the risk of fraud.
12. The Anti-Fraud and Corruption Strategy established the Council's specific policies towards prevention, detection, notification and investigation of fraud and corruption and summarised the responsibilities of the Members, managers and officers.
13. The Corporate Director (Governance) commented that there had been more recent changes surroundings standards with reference to Members and asked that the Strategy be amended to reflect this and brought back to a further meeting of the Committee.

Interim Report on Internal Audit Activities as at 30 December 2007

14. The Assistant Chief Executive (Business Transformation) submitted an interim report of the work undertaken in respect of the Annual Internal Audit Plan during the third quarter of 2007/08 and provide details of other Internal Audit activities during the period.

15. The report highlighted a number of items of work that were being undertaken by the Internal Audit Service in a wide range of areas across the Authority that fell under the following headings:
 - Corporate Governance
 - Anti-Fraud and Corruption
 - Review of financial systems
 - Review of key operations

The Assistant Chief Executive (Business Transformation) reported that the Audit Plan was firmly on course to be delivered.

19 March 2008

Framework for Partnership Working

16. The Assistant Chief Executive (Business Transformation) submitted a report to update Members on the Council's Framework for Partnership Working.
17. The Council had now identified and published details of all its partnership working arrangements and had formalised a reporting structure that would enable effective monitoring and performance reporting.
18. Since the implementation of the framework a number of additional issues had been identified and included sustainability, equality and diversity and data quality arrangements for these were now included in the framework.
19. Overall there had been a positive transition, which had substantially improved previous arrangements, however it was appreciated that it would take time to become fully embedded across the Council.

Annual Audit and Inspection Letter

20. The Audit Commission submitted a report of the Annual Audit and Inspection Letter. The report provided an overall summary of the Audit Commission's assessment of the Council. The letter included the latest assessment of the Council's performance under the CPA Framework, including the Direction of Travel and the auditor's assessment of how well the Authority managed its finances, through its Use of Resources scores.
21. The letter was one of the best that the Council had received and bodes well for the forthcoming Comprehensive Performance re-assessment. Key messages were reported under the following headings:
 - Council Performance – Direction of Travel
 - Health Inequalities (HI)
 - Local Area Agreements (LAA)
 - Data Quality

- Accounts and value for money
 - Use of resources
22. Actions had been identified for the Council that mainly concerned continuing the good work in several of the above areas to make more improvements and further develop established partnerships.
 23. The Council had now dealt with the impact of Job Evaluation. The process had been finalised and the Authority had managed the risk really well. There was still the potential issue of any Equal Pay Claims but more would be known after the deadline in a couple of weeks.
 24. Looking ahead the Council were preparing to receive the new performance assessment framework, the Comprehensive Area Assessment (CAA) and it promised to be a tough year while the Authority adapted to the new working arrangements.
 25. Mr Thomas announced that he was stepping down as District Auditor after 5 years of working with the Authority and he wished Chorley all the best for the future. The Assistant Chief Executive (Business Transformation) on behalf of the Chair and the Committee thanked Mr Thomas for all his help and assistance and wished him well in his new role. The Council had been allocated a new District Auditor, Fiona Blanchett and the team were looking forward to working with her.

Code of Corporate Governance

26. The Assistant Chief Executive (Business Transformation) and the Corporate Director (Governance) submitted a joint report that sought Members approval for the Code of Corporate Governance.
27. Recently issued guidance by CIPFA and SOLACE had required the Council to develop and maintain a local Code of Corporate Governance and to prepare a Governance Statement on an annual basis to report publicly on the extent to which the Council complies with its own code.
28. The draft code had been originally presented to the Audit Committee for information and had now been finalised for Member's approval following a period of consultation, which had also allowed for a comparison of the code with other councils. Officers were now satisfied that the Code not only met the guidance but also represented best practice.

Anti-Fraud and Corruption Strategy

29. The Assistant Chief Executive submitted a report seeking the Committee's approval of the revised Anti-Fraud and Corruption Strategy (AFCS).

30. The AFCS had been updated to address recommendations made by the Audit Commission in the Use of Resources assessment and other developments. The Corporate Director (Governance) had also included some new legislative procedures into the Strategy for the understanding of Members.

Fraud and Corruption Risk Register

31. The Assistant Chief Executive (Business Transformation) submitted a report informing Members of the outcome of an important review that had been recently conducted by Internal Audit, to compile a corporate Fraud and Corruption Risk Register that identified and addressed specific fraud risks throughout the Council.
32. In their 2006 Use of Resources report the Audit Commission had recommended that the Council further develop proactive counter fraud and corruption work, determined by a formal risk assessment.
33. The Members were provided with an explanation of the processes involved in the compiling of the Register and the resulting Action Plan.
34. The exercise established that a well-developed anti-fraud culture is already embedded within the Council. Only 25 potential fraud risks were identified that were considered to be of medium or high exposure. Of these the issues were currently being discussed with all the Directors concerned and detailed actions had been agreed with them to further mitigate the risks identified.
35. Members sought assurances that the Council's transfer of data was sound in light of recent events reported in the press, The new ICT User Policy was due to be finalised and the imminent move to Thin Client hardware would help to significantly mitigate the risks associated with personal data.

Internal Audit Plan

36. The Assistant Chief Executive (Business Transformation) submitted a report reminding Members of the respective roles of managers, members and Internal Audit to maintain a sound system of governance and control within the Council and sought Members approval of the Annual Internal Audit Plan 2008/09.
37. The 2008/09 Annual Internal Audit Plan is structured into seven sections:
 - Anti-Fraud and Corruption
 - Review of Key Business Systems
 - Review of Financial Systems
 - Review of Key Operations
 - Contingency

38. An Internal Audit resource of 670 days would be employed to cover 32 separate audit topics under the above headings. The Plan would be required to ensure that the Council had in place an adequate and effective audit of its systems of governance, risk management and internal control in accordance with best practice and professional standards.

Attendance at Audit Committee Meetings

39. The Assistant Chief Executive (Business Transformation) commented on the poor attendance to the meetings of the Audit Committee over the last Municipal year. It was acknowledged that the work of the Committee was now more specialised and Members needed to be committed to their role.

Recommendations

40. That the Council notes the report and the following resolutions of the Audit Committee:
- That the Annual Audit and Inspection Letter for 2006/07 be submitted to full Council for endorsement.
 - That the Code of Corporate Governance be submitted to full Council for approval.
 - That the Internal Audit Plan 2008/09 be approved and submitted to the Executive Cabinet for adoption.
 - That the Assistant Chief Executive ask the Leader of the Council to look at the membership of the Audit Committee for the 2008/09 municipal year.

COUNCILLOR A GEE
Chair of Audit Committee

DS

There are no background papers to this report.

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Annual Audit and Inspection Letter

Chorley Borough Council

External audit is an essential element in the process of accountability for public money and makes an important contribution to the stewardship of public resources and the corporate governance of public services.

Audit in the public sector is underpinned by three fundamental principles.

- Auditors are appointed independently from the bodies being audited.
- The scope of auditors' work is extended to cover not only the audit of financial statements but also value for money and the conduct of public business.
- Auditors may report aspects of their work widely to the public and other key stakeholders.

The duties and powers of auditors appointed by the Audit Commission are set out in the Audit Commission Act 1998, the Local Government Act 1999 and the Commission's statutory Code of Audit Practice. Under the Code of Audit Practice, appointed auditors are also required to comply with the current professional standards issued by the independent Auditing Practices Board.

Appointed auditors act quite separately from the Commission and in meeting their statutory responsibilities are required to exercise their professional judgement independently of both the Commission and the audited body.

Status of our reports

This report provides an overall summary of the Audit Commission's assessment of the Council, drawing on audit, inspection and performance assessment work and is prepared by your Relationship Manager.

In this report, the Commission summarises findings and conclusions from the statutory audit, which have previously been reported to you by your appointed auditor. Appointed auditors act separately from the Commission and, in meeting their statutory responsibilities, are required to exercise their professional judgement independently of the Commission (and the audited body). The findings and conclusions therefore remain those of the appointed auditor and should be considered within the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission.

Reports prepared by appointed auditors are:

- prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission; and
- addressed to members or officers and prepared for the sole use of the audited body; no responsibility is taken by auditors to any member or officer in their individual capacity, or to any third party.

Copies of this report

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For further information on the work of the Commission please contact:

Audit Commission, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ

Tel: 020 7828 1212 Fax: 020 7976 6187 Textphone (minicom): 020 7630 0421

www.audit-commission.gov.uk

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Key messages

- 1 The main messages for Chorley included in this report are as follows.

Council performance - Direction of Travel

- The Council has maintained its good track record of improvement. In 2006/07, 66 per cent of national performance indicators improved, which is above the average for district councils.
- Public satisfaction with housing and planning services has improved, while recycling rates are increasing and remain in the upper quartile of performance. However, overall satisfaction with the Council, and with waste management and museums, galleries and concert halls in particular, has seen a significant down-turn. Performance against the homelessness for bed and breakfast also deteriorated. However, other homelessness measures improved including the length of stay in hostel accommodation.
- The Council is contributing successfully to wider community outcomes through its membership and support of the Local Strategic Partnership (LSP) and other key local partnerships. The Community Safety Partnership's performance in reducing vehicle theft, criminal damage and other types of crime has been commended by the Home Office.
- Performance management arrangements are highly effective and process redesign is contributing to improved services. Managerial capacity remains strong and the Council has further rationalised its management structure. However, there have been delays in establishing a strategic framework for workforce development due to focusing on the successful implementation of the job evaluation process and a workforce plan has yet to be produced.
- There has been good progress in strengthening the approach to equalities and diversity and the Council has progressed from level 1 to Level 2 of the Local Government Equalities Standard and on track to achieve the Council's target of achieving level 3 by March 2009...
- The Council is using partnership working effectively to supplement its existing capacity, outsourcing its housing function and property management and maintenance responsibilities during 2007. The Council is currently in the process of implementing shared financial service arrangements with neighbouring authority South Ribble and has achieved positive results through the Crime and Disorder reduction partnership and the LSP.

Health Inequalities (HI)

- 2 Our initial findings show that health and local government bodies across the county are investing time, effort and money to address the complex challenges in Health Inequalities. However, there is not a consistent model or strategic regional approach to reducing the gap in HI. Further work is scheduled to take forward this study during 2008/09.

- 3 Our findings show that the Council has a strong commitment to reducing HI in partnership with key agencies including the PCT and the voluntary sector. There are clear plans and initiatives in place which mean the Council is well placed to track improvements in HI across disadvantaged groups.

Local Area Agreements (LAA)

- 4 The Council and its partners are making good progress in establishing robust arrangements for governance, financial and performance management of the LAA. The timing of the development of the new LAA meant that it is not well aligned with Ambition Lancashire. This has been recognised and the County Council has driven a review of the structure of the county LSP and of Ambition Lancashire. In preparation for the review Chorley Council and its partners have refreshed the Chorley Community Strategy and identified key priorities and measures which have been used to inform the refresh of Ambition Lancashire and the development of the new LAA priorities and indicators.

Data quality

- 5 The Council's overall management arrangements for ensuring data quality have improved since our last review, most notably in terms of providing overall leadership and supporting officers in collating and compiling performance indicators. There is now scope to build on these improvements. In particular, there is a need to translate the data quality action plan into a formal strategy.

Accounts and value for money

- 6 We issued an unqualified opinion on your accounts on 28 September 2007 and noted that further improvements in the standard of working papers provided in support of the draft statements had been achieved.
- 7 We are required to reach a conclusion to assess whether the Council has in place adequate arrangements to achieve value for money through the assessment of 12 specified criteria. We are able to place reliance on much of our work carried out as part of the Use of Resources assessment when reaching the VFM conclusion.

We concluded that Chorley had adequate arrangements in place to secure VFM. This is the maximum judgement that can be given as part of the audit opinion. This needs to be considered in the context of our other judgements under the use of resources assessment on VFM where the Council is one of only seven district councils in the country to achieve a VFM score of 4.

Use of Resources

- 8 Chorley continued to perform strongly in terms of achieving good value for money, and overall arrangements for managing and using its resources were assessed as strong. This is a significant achievement with only 13 other district councils having been assessed at this level.

Action needed by the Council

In relation to the Direction of Travel

- Continue work towards achieving Level 3 of the Local Government Equalities Standard in the next financial year.
- Complete preparation of a workforce plan.

In relation to Health Inequalities

- Continue to work with partners to develop a strategic approach to the reduction of health inequalities in the Chorley area.

In relation to Local Area Agreements

- Continue to work with the County Council and partners to implement the recommendations where relevant from the Lancashire County Council LAA Audit report 2007/08.

In relation to Data Quality

- Translate the data quality action plan into a formal strategy, to ensure that all responsible officers have received appropriate training and to ensure the integrity of data received from third parties.

In relation to use of resources

- Continue to develop closedown arrangements to further reduce the number of errors contained in the accounts submitted for audit.
- Develop linkages between the Medium Term Financial Strategy and other internal strategies and plans as appropriate, eg human resources, IT.
- Review effectiveness of Cabinet and the leadership it provides with regard to financial management, taking appropriate action to address areas of weakness.
- Review the changes to the use of resources key lines of enquiry and ensure that the Council can demonstrate compliance against these new and revised requirements for 2008.
- Ensure that the Council has effective arrangements in place to meet the challenge and requirements of the new performance assessment framework under the Comprehensive Area Assessment.

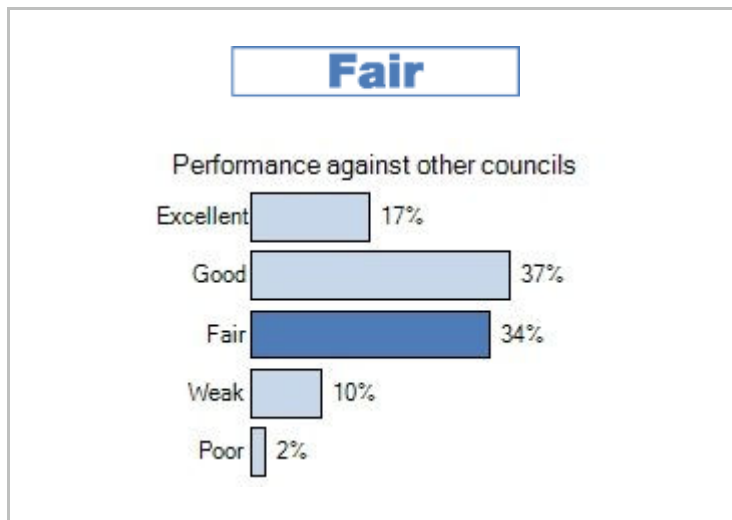
Purpose, responsibilities and scope

- 9 This report provides an overall summary of the Audit Commission's assessment of the Council. It draws on the most recent Comprehensive Performance Assessment (CPA), the findings and conclusions from the audit of the Council for 2006/07
- 10 We have addressed this letter to members as it is the responsibility of the Council to ensure that proper arrangements are in place for the conduct of its business and that it safeguards and properly accounts for public money. We have made recommendations to assist the Council in meeting its responsibilities.
- 11 This letter also communicates the significant issues to key external stakeholders, including members of the public. We will publish this letter on the Audit Commission website at www.audit-commission.gov.uk. In addition the Council is planning to publish it on its website.
- 12 As your appointed auditor I am responsible for planning and carrying out an audit that meets the requirements of the Audit Commission's Code of Audit Practice (the Code). Under the Code, I review and report on:
 - the Council's accounts;
 - whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources (value for money conclusion); and
 - whether the Council's best value performance plan has been prepared and published in line with legislation and statutory guidance.
- 13 This letter includes the latest assessment on the Council's performance under the CPA framework, including our Direction of Travel report and the results of any inspections carried out by the Audit Commission under section 10 of the Local Government Act 1999. It summarises the key issues arising from the CPA and any such inspections. Inspection reports are issued in accordance with the Audit Commission's duty under section 13 of the 1999 Act.
- 14 We have listed the reports issued to the Council relating to 2006/07 audit and inspection work at the end of this letter.

How is Chorley performing?

- 15 Chorley was assessed as 'Fair' in the Comprehensive Performance Assessment (CPA) carried out in 2004. These assessments have been completed in all district councils and we are now starting to update these assessments. During 2007 authorities were offered the opportunity to apply for a re-categorisation review. In order to qualify for a review the authority had to be able to demonstrate evidence of improved performance.
- 16 Chorley was successful in applying for a re-categorisation review on the basis of a high level review of performance and changes made since 2004. As a result a corporate assessment inspection will be undertaken at Chorley during June 2008. The results of this assessment will not be finalised until later in the year.
- 17 The following chart is the latest position across all district councils.

Figure 1 Overall performance of district councils in CPA



Source: Audit Commission

Direction of Travel report 2006/07

Improving outcomes

Improvement in priority areas

- 18 The Council has established a good track record of improvement. In the three year period between 2003/04 and 2006/07, the Council's performance relative to other district councils has improved more rapidly, with 74 per cent of its Best Value Performance Indicators (BVPIs) showing improvements compared with an average of 65 per cent for all districts. In 2006/07, 66 per cent of national performance indicators improved, which is above the average for district councils.
- 19 The Council is also making good progress in delivering its corporate priorities. By the end of the 2006/07 financial year, 73 per cent of the targets included in the Council's corporate strategy had been met or exceeded. Particular success has been achieved in the economic development of the Borough. For example, average workplace earnings have risen to a level more in line with the County average and a survey undertaken by the former Department of Trade and Industry (now the Department for Business Enterprise and Regulatory Reform) in February 2007 identified that small businesses in Chorley now have amongst the highest survival rates in the country.
- 20 Some of the Council's achievements are now receiving national recognition. For example, its work with children and young people was a finalist in the Municipal Journal Local Government Achievement Awards 2007 under the 'Promoting Active Communities' category. Its bid for Beacon Council status under the theme of 'Transforming Services: Citizen Engagement and Empowerment' has also been successful in the first stage of the assessment process.
- 21 Nevertheless, the Council demonstrates self-awareness and recognises that there are areas where its performance needs to improve. For example, whilst levels of satisfaction with some services have considerably increased in the last year (namely housing and planning), overall satisfaction with the Council (and with waste management and cultural facilities in particular) has seen a significant down-turn. Similarly, the Council's performance against homelessness indicators has also deteriorated. However, other homelessness measures improved including the length of stay in hostel accommodation.
- 22 The Council has identified these issues and is taking action to address them. As part of its more strategic drive to further increase customer focus in the delivery of its services, the Council has taken immediate steps to try and improve satisfaction levels. These include:
 - a refresh of its Citizens' Panel ('Making Chorley Smile') and the introduction of a programme of 'listening days' for the public to gain a better understanding of public opinion and concerns;

- the establishment of cross-Council working groups and engagement of users in those areas experiencing poor levels of satisfaction to identify specific opportunities for improvement;
- increased marketing and communications in these service areas to develop public understanding and awareness; and
- The provision of services for homeless people is now also under review and positive steps are being taken by the Council to bring it back under Council control before the end of the financial year.

Contributions to wider community outcomes

- 23** Over the past twelve months, the Council has worked hard to improve the capacity and capability of its key local partnership to deliver wider community outcomes. Having initiated a reconstitution of the Local Strategic Partnership (LSP), the Council reinforced its commitment to the partnership with a discrete investment of £80k. This, together with the additional £285k of investment since made by partners, has provided funding for projects aligned to the community strategy. The renewed vigour of the LSP is evidenced by joint projects (for example, around vulnerable households) now being undertaken in partnership with the neighbouring South Ribble LSP.
- 24** The Council is now planning to continue its financial support for the LSP by mainstreaming provision within its budget for 2007/08. Although it is still too early to comment on the impact of these changes, a much stronger foundation for improving outcomes for local people is now in place. These views are echoed by a recent peer review of the LSP undertaken by the Improvement and Development Agency (IDeA).
- 25** At the same time, action is now being taken at a county level to strengthen joint working. The Council is one of several Lancashire districts currently piloting the development of a locality plan to set out the respective responsibilities of Lancashire County Council and district councils for service provision, as well as areas where the two will work together. Again, whilst it is too early to comment on impact, these changes will help to improve accountability and understanding which, in turn, offers potential for services to improve from the customers' perspective.

Along with the above investment the Council continues to achieve tangible success through other partnership arrangements. For example, more targeted work facilitated by multi-agency tasking and the establishment of 22 joint-funded police community support officer posts has resulted in a further reduction (18 per cent) in crime levels within the Borough. Indeed, the Community Safety Partnership's performance in reducing vehicle theft, criminal damage and other types of crime has recently received commendation from the Home Office. The Council's partnership with the private sector is also having an impact in terms of the economic development of the Borough, and discussions are on-going with a major retailer to open an outlet in the town centre.

- 26 The Council remains committed to improving the environment and, as part of this, is continuing to demonstrate community leadership in championing sustainability. Promoting the concept of environmental stewardship in its public marketing campaigns around waste management, the Council's recycling and composting rates are still within the upper quartile of all district councils and are improving. Positive steps have also been taken to promote sound environmental practice with local businesses through a 'Recipe 4 Health' initiative, for which the Council has received its sixth 'Green Apple' award. However, the Council has recognised the need for a more strategic approach and, as a reflection of this, both the community strategy and its corporate strategy have been revised to include provision for developing local solutions to climate change. It is too early to assess the outcomes of these changes.

Inclusion and accessibility

- 27 As evidenced by its updated corporate strategy, the Council remains committed to involving local people in decision-making and ensuring the accessibility of its services. Despite the recent down-turn in public satisfaction levels, it has established an excellent track record for its focus on customers and inclusiveness. However, the Council is seeking to build on this and, over the past twelve months, has started taking action to ensure that addressing local needs becomes the core of its business.
- 28 Significant steps have already been taken to ensure services are better placed to achieve this aim. The Council has played a leadership role in developing a blueprint for the structure of district councils through its involvement in the Business Process Architecture project. On the back of this work, the Council has further rationalised and reconfigured its management structure, establishing three strategic directorates to mirror the distinct groups of customers it serves (neighbourhoods, business and people). The Council's Overview and Scrutiny Environment Committee is now concluding an enquiry on how a neighbourhood approach to service delivery may be extended to support the new Neighbourhoods Directorate in fulfilling its role.
- 29 At the same time, the Council has taken the lead on work in developing arrangements to facilitate a more holistic approach to service provision. In partnership with five other authorities, the Council has completed the first stage of a 'circle of need' project to identify opportunities for better collaboration between public sector bodies in the delivery of services. This has been presented to the Department for Communities and Local Government (DCLG) and Cabinet Office as part of the National Process Improvement Project. The Council is also starting to adopt a more systematic approach to assessing service needs. It has been working with the County Council on a profiling exercise using Experian's MOSAIC public sector data to develop a clearer understanding of the make-up of its local community. This will ultimately allow it to better target provision.

- 30 The Council has a good reputation for public consultation and its success in the first stage assessment for Beacon Council status on citizen engagement and empowerment is a testament to this. Nevertheless, arrangements have been put in place to further strengthen its approach. To facilitate greater consistency, a consultation and participation strategy and supporting tool kit have been developed, providing services with guidance on how to engage with the community. As previously referenced, the Citizens' Panel has been refreshed and a programme of listening days introduced which will allow the Council to better gauge public opinion. The membership of the Council's ethnic and disabilities advisory and liaison committees has similarly been revised to ensure that they are properly representative.
- 31 The Council is now seeking to improve its arrangements for involving local people in decision-making. The area forum scheme rolled out within the last year has not resulted in the level of engagement which the Council had hoped, and future options are now being considered.
- 32 Good progress is being made by the Council on strengthening its approach to equality and diversity. Having set itself a target to achieve level 3 of the Equalities Standard for Local Government within the current financial year, the Council has reviewed existing arrangements through its Overview and Scrutiny Corporate and Customer panel. A corporate equalities scheme has been produced and revised which draws on good practice from other district councils and includes specific provision for rural communities in recognition of the risk of exclusion which they face. Impact assessments have also been carried out on all Council policies.
- 33 Over and above the wide range of work being undertaken at a more strategic level, the Council is continuing to improve the accessibility of its services. Over the last twelve months, its website has been further developed to allow residents to make on-line payments and bookings and, in a mystery shopping exercise, the website attained a good practice score of 94 per cent against an average of 79 per cent for all councils. To provide residents with a single point of contact, services are continuing to be migrated to the Council's One Stop Shop and this facility came second in the same mystery shopping exercise. The Council is now set to become involved in a more county-wide approach to dealing with enquiries about services, and a customer contact system (CRM) is on schedule to go live in February 2008. This will help optimise efficiency and effectiveness in the way in which calls are handled.
- 34 The Council is also continuing to undertake more targeted work to promote inclusiveness. For example, the changing facilities at its leisure centre have now been upgraded to better meet the needs of people with disabilities.

- 35 However, consistent with the principles behind the 'circle of need' project, the Council is now considering how its own services can improve the accessibility of those provided by other agencies, and is working in partnership to achieve this aim. For example, as a result of joint work between the Council and Chorley and South Ribble PCT, local residents have been able to access this year's programme of 'flu vaccinations through the Council's One Stop Shop. The Council has worked with Asian Women's Forum and housing benefits outreach team to further market this service.

Value for money

- 36 The Council is maintaining its focus on improving the cost effectiveness of its services and has made significant achievements in this respect. Within the context of overall improvements in its performance, the Council achieved efficiencies of £1.88m in 2006/07. This is well in excess and ahead of the £1.29m target set for March 2008. The restructure following the Business Process Architecture project has, itself, resulted in £100k of financial savings.
- 37 Strategic arrangements for delivering value for money (VFM) have also been considerably strengthened. A three year VFM strategy and implementation plan has been produced, and progress against this is now being monitored on a quarterly basis by the Strategy Group with annual reports to the Executive Cabinet. A benchmarking strategy has also been developed to provide a more structured framework for evaluating cost and performance, and a three year programme of service reviews has now commenced.
- 38 As a reflection of its progress, the Council attained the highest possible score on VFM in our recent assessment.

Improvement planning and sustaining future improvement

Quality of improvement plans

- 39 The Council has maintained a coherent framework for planning and delivering improvements. The updated corporate strategy continues to support the community strategy and to provide a clear and concise statement of the Council's medium term vision, priorities and objectives. As we found last year, most priorities are underpinned by specific, measurable targets, and clear links remain between business and financial planning with resources being aligned to priority areas.

Implementation of improvement plans

- 40 The Council is continuing to be effective in its approach to improvement planning.
- 41 As previously highlighted, the overall trend of improvement in performance against national indicators is continuing, and significant improvements are still being achieved in services subject to process redesign. For example, a review of working practice and procedures in Revenues and Benefits has resulted in a significant reduction in the average length of time taken to process new housing benefits claims from 27 days in 2005/06 to 18.7 days in 2006/07. The three year programme of VFM reviews being undertaken in services now provides a coherent framework for further improvements in performance to be potentially made.
- 42 The Council is similarly maintaining its track record in delivering against its corporate priorities. At the end of March 2007, 73 per cent of the measures included in its corporate strategy were on or ahead of target and, by October 2007, 95.5 per cent of its key projects were completed or on schedule.

Capacity

- 43 The managerial capacity of the Council remains strong. Its effectiveness is now being recognised at a national level as the Council was recently one of the finalists in the Municipal Journal's 'Team of the Year' awards.
- 44 The Chief Executive is continuing to provide good leadership, combining clear strategic vision with a highly consultative and inclusive approach to drive change through the organisation. Senior managers were fully involved in all stages of the Business Process Architecture project, and proposals for the restructure which followed this were revised on the basis of the feedback which they provided.
- 45 Indeed, the Council has taken specific steps to ensure that its top tier management is engaged with staff at a more operational level, and this is now fostering a real sense of corporacy. In addition to the programme of staff road shows hosted by the Chief Executive, the Council now runs a 'Back to the Floor' scheme in which chief officers spend a day shadowing front-line staff, and a reciprocal arrangement where middle managers shadow chief officers for a day. These arrangements are helping to improve mutual understanding and overall staff satisfaction. In a recent employee survey run by the Times newspaper, the Council was assessed as being one of the top ten authorities nationally to work for.
- 46 The Council has not been able to make the progress it wished in establishing a strategic framework for workforce development to meet its future business needs. The outcomes of the cross Lancashire workforce planning exercise reported last year did not fulfil the Council's requirements and, with the new Director of Human Resources (HR) heavily committed in the job evaluation process, a workforce plan has not yet been developed. However, remedial action is being taken. The production of a workforce plan has been included as a priority in the refreshed corporate strategy, and a first draft is expected in spring 2008. At the same time, the Council is now restructuring its HR function to strengthen its support role.

- 47 Increasing emphasis is also being placed on improving levels of staff utilisation. Whilst sickness absence has continued to be reviewed by the Strategy Group on a weekly basis, levels of absence increased marginally from an average of 10.10 days in 2005/06 to 10.24 days in 2006/07. As such, the Council's overall approach to managing sickness absence has been subject to evaluation by a working group of the Corporate and Customer Overview and Scrutiny Committee. Identifying examples of good practice from other authorities and the private sector, the recommendations from this enquiry are expected shortly. In the meantime, the Council's sickness absence rate stood at an average of around three days per employee by the second quarter of the 2007/08 financial year.
- 48 The Council has long recognised the value of technology in optimising its capacity and, already within the top quartile of performance relating to e-enablement, is continuing to invest in this area. For example, between 2007/08 and 2008/09, the Council will be replacing its existing computer system with thin client technology. In contrast with more traditional IT systems where data is simply passed from a network of personal computers to a central server for storage, thin client technology is where all significant processing activities actually take place on the server itself. The benefits of this technology are that it helps to improve operational efficiency by significantly reducing the risk of loss of data and facilitating more flexible working. At the same time, it is expected to deliver financial savings relating to reduced maintenance and energy consumption.
- 49 Similarly, the Council is also continuing to build on its good track record of partnership working with a range of agencies to supplement its existing capacity. The outsourcing of its housing function was completed in April 2007 and responsibility for property management and maintenance was transferred to an external provider the following month. At the same time, the Council is collaborating with its neighbouring authorities on extending shared service arrangements. Whilst plans for the establishment of the joint financial service with South Ribble Borough Council reported last year are now being progressed, the Council is now supporting Blackpool Council in the delivery of its policy function and is leading on the development of shared service arrangements across Lancashire. A joint approach to procurement is also being developed. These actions will help the Council to improve efficiency by further streamlining its business functions, and to potentially achieve financial savings.
- 50 The Council is continuing to make good use of external funding to supplement its existing resources. For example, the Council has secured £3m through a S106 agreement to build affordable housing in Buckshaw Village, and £50k from the Department for Environment, Food and Rural Affairs (DEFRA) to work with Lancashire County Council on developing a procurement model for outsourcing waste collection contracts.

Arrangements for securing continuous improvement and corporate governance

- 51** A strong performance culture is now in place and the Council's performance management arrangements are highly effective. The quarterly business plan monitoring reports to overview and scrutiny and the programme of quarterly 'round table' meetings with each service area introduced last year have allowed the Council to readily identify and respond to areas of poor performance. This is evidenced by the prompt action which the Council has taken in relation to, for example, public satisfaction and sickness absence as referenced earlier. Indeed, the Council is now also receiving regional recognition for its approach to project management as it has been invited to sit on an Expert Guidance Group organised by the North West Improvement Network to disseminate best practice.
- 52** The Council recognises the importance of having good quality data to support performance management, and good progress is being made in strengthening arrangements in this area. Leadership on data quality issues and the guidance available to staff in collating and compiling indicators have been particularly strengthened and, in contrast with previous years, we found no significant problems with the Council's performance information. However, arrangements to ensure the integrity of data provided by third parties should now be developed as part of the Council's approach to strengthening the governance of its partnerships.

Other reports

Service inspections

- 53 An important aspect of the role of the Relationship Manager is to work with other inspectorates and regulators who also review and report on the Council's performance. Relationship Managers share information and seek to provide 'joined up' regulation to the Council. During the last year the Council has not received any inspections from other inspectorates.
- 54 However, we have undertaken a number of risk based pieces of work to support our value for money conclusion. During the year these included work on the arrangements surrounding the Local Area Agreement and Health Inequalities.

Health Inequalities

- 55 In our audit plan for 2007/08 we stated our intention to undertake a study of Health Inequalities (HI) across Lancashire to include councils, primary care trusts and other stakeholders. HI is an issue for this borough and the county of Lancashire generally. There is significant variation within the borough and the county area on key measures of health such as:
- average life expectancy;
 - death by suicide and/or by accidents;
 - infant mortality rates; and
 - cancer, heart disease and stroke rates.
- 56 Our initial findings show that health and local government bodies across the county are investing time, effort and money to address the complex challenges in HI. However, there is not a consistent model or strategic regional approach to reducing the gap in HI. Activities suffer from the lack of a robust planning and project management framework and there is limited performance management of HI specific indicators. As a result there is a high risk that the investment will not help reduce the HI gap across the county over the next three years.
- 57 Health partnerships tend to develop individual initiatives but a lack of project management and performance reporting to cabinet/board level is preventing progress. HI information is available and being used to target resources towards deprived communities and groups. Better leadership on public health, and identification of HI champions at local level would facilitate more progress.
- 58 Our findings show that the Council has a strong commitment to reducing HI in partnership with key agencies including the PCT and the voluntary sector. There are clear plans and initiatives in place which mean the Council is well placed to track improvements in HI across key groups.

- 59 Our second phase of work, to be conducted in 2008/09, will be directed towards assisting organisations to develop co-ordinated strategies in order to ensure their corporate and partnership resources are used more effectively. This work will be aligned with HI developments within individual councils including the Council, health bodies and other significant stakeholders such as Government Office North West and the Department of Health.

Local Area Agreement

- 60 Our review, undertaken in Autumn 2007, concluded that there is a strong, shared commitment to developing targets, systems and structures to make sure that the Local Area Agreement (LAA) delivers good outcomes for local people across the County. Agreeing and delivering an LAA in a county as large, complex and diverse as Lancashire is a huge challenge. The County Council, Lancashire district councils and other partners recognise this and are rising to the challenge.
- 61 This commitment is bringing some real benefits in terms of improved partnership working, more productive relations between district councils and the County Council and greater consensus around what is important for the diverse communities that make up the county. The LAA has informed and improved community leadership locally and driven greater acceptance of joint working.
- 62 The LAA focuses on increased life expectancy, improving life chances, sustainable Lancashire communities and narrowing the gap between the most and the least disadvantaged. The overarching aims and targets are clear and were agreed following consultation with the wide range of partners involved.
- 63 The partnership is maturing and becoming more established. Leadership is developing well. Arrangements comply with LAA terms and conditions and statutory requirements. The Internal Audit function of the County Council plays a key role in assurance of arrangements.
- 64 The County Council is investing substantial capacity into building good governance and accountability. As a result some important building blocks are in place including good systems for performance monitoring and management. Others such as arrangements for financial management are developing well.
- 65 There has inevitably been a strong focus in the first phase on setting up systems and delivery chains. There is currently a risk of delivery mechanisms and processes becoming overly complex and bureaucratic so that the capacity of partners to participate in the range of processes, meetings and groups is strained.
- 66 There is the potential to use the expertise and capacity available in district councils more efficiently. For example drawing on their experience of managing Neighbourhood Renewal Funding. This would help to reduce the substantial capacity burden on the County Council.

- 67 Arrangements for decision making have been agreed but in some areas there is a lack of transparency. For example in relation to allocation of funds. The decisions of the steering groups and the performance group need to be more clearly stated and better communicated so that the rationale behind them can be understood.
- 68 Governance arrangements for delivery of county targets at a district level are not yet in place. There has been slow progress in drafting and agreeing suitable service level agreements and contracts. This means that accountabilities, responsibilities and resources are not clearly defined. It currently presents a risk to delivery.
- 69 The County Council and the leadership of the LAA are maintaining momentum around delivery and have gained the commitment of partners despite some of these problems of processes.

The Council and its partners are making good progress in establishing robust arrangements for governance, financial and performance management of the LAA. The timing of the development of the new LAA meant that it is not well aligned with Ambition Lancashire. This has been recognised and the County Council has driven a review of the structure of the county LSP and of Ambition Lancashire. In preparation for the review Chorley Council and its partners have refreshed the Chorley Community Strategy and identified key priorities and measures which have been used to inform the refresh of Ambition Lancashire and the development of the new LAA priorities and indicators.

Data Quality

- 70 During the year we undertook a review of the Council's data quality arrangements. We concluded that the Council's overall management arrangements for ensuring data quality had improved since our last review, most notably in terms of providing overall leadership and supporting officers in collating and compiling performance indicators. There is now scope to build on these improvements. In particular, there is a need to translate the data quality action plan into a formal strategy, to ensure that all responsible officers have received appropriate training and to ensure the integrity of data received from third parties.

The audit of the accounts and value for money

- 71 As your appointed auditor, I have reported separately to the Audit Committee on the issues arising from our 2006/07 audit and have issued my audit report on 28 September 2007, providing an unqualified opinion on your accounts and a conclusion on your vfm arrangements to say that these arrangements are adequate.

Use of Resources

- 72 The findings of the auditor are an important component of the CPA framework and the VFM assessment. In particular the Use of Resources score is derived from the assessments made by the auditor in the following areas.
- Financial reporting (including the preparation of the accounts of the Council and the way these are presented to the public).
 - Financial management (including how the financial management is integrated with strategy to support council priorities).
 - Financial standing (including the strength of the Council's financial position).
 - Internal control (including how effectively the Council maintains proper stewardship and control of its finances).
 - Value for money (including an assessment of how well the Council balances the costs and quality of its services).
- 73 For the purposes of the CPA we have assessed the Council’s arrangements for use of resources in these five areas as follows.

Table 1

Element	Assessment
Financial reporting	2 out of 4
Financial management	3 out of 4
Financial standing	4 out of 4
Internal control	3 out of 4
Value for money	4 out of 4
Overall assessment of the Audit Commission	4 out of 4

(Note: 1 = lowest, 4 = highest)

- 74 A separate Use of Resources report was discussed at the Audit Committee on 17 January 2008. This report the highlights that the Council continued to perform strongly in terms of achieving good value for money, and overall arrangements for managing and using its resources were assessed as strong. This is a significant achievement with only 13 other district councils having been assessed at this level.
- 75 We have summarised the key messages and key actions required by the Council at the beginning of this report.

Best Value Performance Plan

- 76 The Council's Best Value Performance Plan complied with statutory requirements and we issued an unqualified opinion in December 2007 and made no statutory recommendations.

Looking ahead

- 77 The public service inspectorates are currently developing a new performance assessment framework, the Comprehensive Area Assessment (CAA). CAA will provide the first holistic independent assessment of the prospects for local areas and the quality of life for people living there. It will put the experience of citizens, people who use services and local tax payers at the centre of the new local assessment framework, with a particular focus on the needs of those whose circumstances make them vulnerable. It will recognise the importance of effective local partnership working, the enhanced role of Sustainable Communities Strategies and Local Area Agreements and the importance of councils in leading and shaping the communities they serve.
- 78 CAA will result in reduced levels of inspection and better coordination of inspection activity. The key components of CAA will be a joint inspectorate annual area risk assessment and reporting performance on the new national indicator set, together with a joint inspectorate annual direction of travel assessment and an annual use of resources assessment. The auditors' use of resources judgements will therefore continue, but their scope will be widened to cover issues such as commissioning and the sustainable use of resources.
- 79 The first results of our work on CAA will be published in the autumn of 2009. This will include the performance data from 2008/09, the first year of the new Local Area Agreements.

Closing remarks

- 80 This letter has been discussed and agreed with the Chief Executive. A copy of the letter will be presented at the Audit Committee on 19 March 2008. Copies need to be provided to all Council members.
- 81 Further detailed findings, conclusions and recommendations on the areas covered by audit and inspection work are included in the reports issued to the Council during the year.

Table 2 Reports issued

Report	Date of issue
Audit and inspection plan	June 2006
Annual Governance Report	September 2007
Opinion on financial statements	September 2007
Value for money conclusion	September 2007
Auditor's Report on Best Value Performance Plan	December 2007
Use of Resources Auditor Judgements 2007	January 2007
Data Quality report	January 2008
Annual audit and inspection letter	March 2008

- 82 The Council has taken a positive and constructive approach to audit and inspection work, and I wish to thank the Council's staff for their support and cooperation during the audit.

Availability of this letter

- 83 This letter will be published on the Audit Commission's website at www.audit-commission.gov.uk, and also on the Council's website.

Michael Thomas
District Auditor and Relationship Manager

Date March 2008

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Report of	Meeting	Date
Assistant Chief Executive (Business Transformation) and Corporate Director of Governance	Council	22/04/08

CODE OF CORPORATE GOVERNANCE

PURPOSE OF THE REPORT

- 1 To remind members of the new requirement upon councils to develop and maintain a local Code of Corporate Governance, and;
- 2 To seek members' approval of the attached Code which has been prepared in accordance with the prevailing guidance.

RECOMMENDATIONS

- 3 That further to the approval of this report at Audit Committee on 19 March 2008, the approval of full Council is sought.

EXECUTIVE SUMMARY OF REPORT

- 4 Under recently issued guidance by CIPFA & SOLACE the Council is required to develop and maintain a local Code of Corporate Governance and to prepare a Governance Statement on an annual basis in order to report publicly on the extent to which the Council complies with its own Code.
- 5 A local Code of Governance has been prepared in accordance with the guidance and is attached to this report for members' approval.
- 6 A draft Code was originally presented to the Audit Committee for information in September 2007 and again in March after the document had been finalised for members' approval following a period of consultation, which has enabled us to compare our draft Code with those of other councils. **We are now satisfied that the attached Code not only meets the prevailing guidance but also represents best practice.**
- 7 The Audit Committee approved the document and recommends endorsement by full Council

CORPORATE PRIORITIES

- 8 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

- 9 A sound system of corporate governance underpins the achievement of all the Council's strategic objectives but is key to ensuring that the Council is a performing organisation as it forms a significant element of the Comprehensive Performance Assessment (CPA) and Use of Resources assessment regimes.
- 10 CIPFA and SOLACE have recently issued a document entitled "Delivering Good Governance in Local Government" which provides a Framework and Guidance under which councils are urged to:
 - develop and maintain an up-to-date **code of governance** consistent with the core principles set out in this Framework, including arrangements for ensuring its ongoing application and effectiveness;
 - prepare a **governance statement** in order to report publicly on the extent to which the Council complies with its own code on an annual basis including how it has monitored the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period;
 - **review its existing governance arrangements** against this Framework.
- 11 The Code of Corporate Governance attached to this report has been produced to show how Chorley aims to implement the provisions of the new CIPFA SOLACE Framework and therefore ensure full compliance with it.

THE LOCAL CODE - A SUMMARY

- 12 The new CIPFA SOLACE Framework identifies the following 6 core principles which underpin a council's system of governance

<p>1 - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.</p> <p>2 - Members and officers working together to achieve a common purpose with clearly defined functions and roles</p> <p>3 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour</p> <p>4 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk</p> <p>5 - Developing the capacity and capability of members and officers to be effective</p> <p>6 - Engaging with local people and other stakeholders to ensure robust local public accountability</p>

- 13 Corporate governance is therefore the product of the interlocking systems and processes through which an organisation manages and directs itself to determine and deliver its

objectives. Although as the phrase implies this includes issues of probity, ethics and personal conduct the impact is much wider. The above principles demonstrate that governance is also about having effective **performance management** and **risk management** systems in place.

14 CIPFA SOLACE requires the Council to:

- consider the extent to which it complies with the above 6 core principles and requirements of good governance set out in the Framework;
- identify systems, processes and documentation that provide evidence of compliance;
- identify the individuals and committees responsible for monitoring and reviewing the systems, processes and documentation identified;
- identify the issues that have not been addressed adequately in the authority and consider how they should be addressed;
- identify the individuals who would be responsible for undertaking the actions required and plan accordingly.

15 The attached Code describes the arrangements that have been established within the Council to comply with the above requirements and these are summarised below.

COMPLIANCE WITH THE 6 CORE PRINCIPLES

16 Under each core principle, CIPFA SOLACE identifies a checklist of control measures which the Council is expected to have in place. A working group comprising of key officers conducts a detailed annual self-assessment against this checklist.

EVIDENCE

17 Wherever possible reference is made to independent sources of assurance such as external or internal audit reports to confirm the effectiveness of specific arrangements.

ANNUAL GOVERNANCE STATEMENT

18 The results of the self-assessment, including any significant non-compliance issues are published in the Annual Governance Statement alongside the annual accounts.

19 This includes any non-compliance issues arising from Directorate Assurance Statements. This mechanism has been introduced to supplement the corporate self-assessment and aims to evaluate compliance with a range of corporate policies and procedures within service units.

MONITORING & REVIEW

20 Strategy Group review the draft Statement prior to signature by the Leader and Chief Executive. The Audit Committee approve the draft Statement prior to publication, and in so doing have responsibility for reviewing the adequacy and effectiveness of the overall Council's overall governance arrangements.

IMPLICATIONS OF REPORT

21 This report has no implications for specific Directorates. The matters raised in the report are cross cutting and impact upon the authority as a whole.

GARY HALL
 ASSISTANT CHIEF EXECUTIVE
 BUSINESS TRANSFORMATION & IMPROVEMENT

ANDREW DOCHERTY
 CORPORATE DIRECTOR OF GOVERNANCE

Background Papers			
Document	Date	File	Place of Inspection
CIPFA SOLACE - Delivering Good Governance in Local Government	2007	FINANCE	UNION ST OFFICES

Report Author	Ext	Date	Doc ID
Garry Barclay	5468	10/03/07	LOCAL CODE V2.doc

Chorley Council

Code Of Corporate Governance



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Appendix 1 - Corporate Governance Reporting Arrangements

Appendix 2 - Pro-forma Annual Governance Statement

Appendix 3 - Directorate Statement of Assurance

1. BACKGROUND

1.1 The Council’s Vision states that::

- Our 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.

1.2 Our priorities are set out in the Corporate Strategy as follows:

PRIORITY	PROSPERITY	PEOPLE		PLACE		PERFORMANCE
STRATEGIC OBJECTIVE	1. Put Chorley at the heart of regional economic development in the Central Lancashire sub-region	2. Improving equality of opportunity and life chances	3. Involving people in their communities	4. Develop local solutions to climate change	5. Develop the character and feel of Chorley as a good place to live.	6. Ensure Chorley Borough Council is a performing organisation.

1.3 A sound system of corporate governance underpins the achievement of all the Council's strategic objectives but is key to ensuring that the Council is a performing organisation as it forms a significant element of the Comprehensive Performance Assessment (CPA) and Use of Resources assessment regimes.

1.4 In 2007 CIPFA and SOLACE issued a Framework document and supporting guidance entitled "Delivering Good Governance in Local Government" under which the Council is urged to:

- develop and maintain an up-to-date local code of governance consistent with the core principles set out in this Framework, including arrangements for ensuring its ongoing application and effectiveness;
- review its existing governance arrangements against this Framework;
- prepare a governance statement in order to report publicly on the extent to which the Council complies with its own code on an annual basis including how it has monitored the effectiveness of its governance arrangements in the year, and on any planned changes in the coming period.

1.5 This local Code of Corporate Governance has been produced to show how Chorley Council will implement the core principles and detailed provisions of the new CIPFA SOLACE Framework and therefore ensure full compliance with it.

2. CORE PRINCIPLES

2.1 The following six **core principles** are taken from the Good Governance Standard developed by the Independent Commission on Good Governance in Public Services with support from OPM and CIPFA and have been adapted for local government purposes. Good governance means:

1 - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.

2 - Members and officers working together to achieve a common purpose with clearly defined functions and roles

3 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

4 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

5 - Developing the capacity and capability of members and officers to be effective

6 - Engaging with local people and other stakeholders to ensure robust local public accountability

2.2 The above six core principles also have **supporting principles** which reflect the dimensions of a local authority’s business. The following paragraphs illustrate the specific **control measures** that Chorley Council is seeking to apply in order to comply with those principles:

Core principle 1 - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.

SUPPORTING PRINCIPLES	CONTROL MEASURES
Exercising strategic leadership by developing and clearly communicating the authority’s purpose and vision and its intended outcomes for citizens and service users	Develop and promote the authority’s purpose and vision
	review on a regular basis the authority’s vision for the local area and its implications for the authority’s governance arrangements
	ensure that partnerships are underpinned by a common vision of their work that is understood and agreed by all partners
	publish an annual report on a timely basis to communicate the authority’s activities and achievements, its financial position and performance
Ensuring that users receive a high quality of service whether directly, or in partnership or by commissioning	decide how the quality of service for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available
	put in place effective arrangements to identify and deal with failure in service delivery
Ensuring that the authority makes best use of resources and that tax payers and service users receive excellent value for money.	decide how value for money is to be measured and make sure that the authority or partnership has the information needed to review value for money and performance effectively. Measure the environmental impact of policies, plans and decisions

Core principle 2 - Members and officers working together to achieve a common purpose with clearly defined functions and roles

SUPPORTING PRINCIPLES	CONTROL MEASURES
<p>Ensuring effective leadership throughout the authority and being clear about executive and non executive functions and of the roles and responsibilities of the scrutiny function</p>	<p>set out a clear statement of the respective roles and responsibilities of the executive and of the executive’s members individually and the authority’s approach towards putting this into practice</p>
	<p>set out a clear statement of the respective roles and responsibilities of other authority members, members generally and of senior officers</p>
<p>Ensuring that a constructive working relationship exists between elected members and officers and that the responsibilities of authority members and officers are carried out to a high standard.</p>	<p>determine a scheme of delegated and reserved powers within the constitution, including a formal schedule of those matters specifically reserved for collective decision of the authority taking account of relevant legislation and ensure that it is monitored and updated when required</p>
	<p>make the chief executive or equivalent responsible and accountable to the authority for all aspects of operational management</p>
	<p>develop protocols to ensure that the leader and chief executive (or equivalent) negotiate their respective roles early in the relationship and that a shared understanding of roles and objectives is maintained</p>
	<p>Make a senior officer (usually the s151 officer) responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control</p>
	<p>Make a senior officer (usually the monitoring officer) responsible to the authority for ensuring that agreed procedures are followed and that all applicable statutes, regulations and other relevant statements of good practice are complied with.</p>
<p>Ensuring relationships between the authority and the public are clear so that each know what to expect of the other.</p>	<p>develop protocols to ensure effective communication between councillors and officers in their respective roles</p>
	<p>set out the terms and conditions for remuneration of members and officers and an effective structure for managing the process including an effective remuneration panel (if applicable)</p>
	<p>Ensure that effective mechanisms exist to monitor service delivery</p>
	<p>Ensure that the organisation’s vision, strategic plans, priorities and targets are developed through robust mechanisms, and in consultation with the local community and other key stakeholders, and that they are clearly articulated and disseminated</p>
	<p>When working in partnership, ensure that members are clear about their roles and responsibilities both individually and collectively in relation to the partnership and to the authority</p>

	<p>When working in partnership :</p> <ul style="list-style-type: none"> ▪ ensure that there is clarity about the legal status of the partnership ▪ ensure that representatives of organisations both understand and make clear to all other partners the extent of their authority to bind their organisation to partner decisions
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Core principle 3 - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

SUPPORTING PRINCIPLES	CONTROL MEASURES
Ensuring authority members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance	Ensure that the authority's leadership sets a tone for the organisation by creating a climate of openness, support & respect
	Ensure that standards of conduct and personal behaviour expected of members and staff, of work between members and staff and between the authority, its partners and the community are defined and communicated through codes of conduct and protocols.
	put in place arrangements to ensure that members and employees of the authority are not influenced by prejudice, bias or conflicts of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice
Ensuring that organisational values are put into practice and are effective.	develop and maintain shared values including leadership values for both the organisation and its staff reflecting public expectations, and communicate these with members, staff, the community & partners
	put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards, and monitor their continuing effectiveness in practice
	develop and maintain an effective standards committee
	use the organisation's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the authority
	in pursuing the vision of a partnership, agree a set of values against which decision making and actions can be judged. Such values must be demonstrated by partners' behaviour both individually and collectively.

Core principle 4 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

SUPPORTING PRINCIPLES	CONTROL MEASURES
<p>Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny</p>	<p>develop and maintain an effective scrutiny function which encourages constructive challenge and enhances the authority’s performance overall and that of any organisation for which it is responsible</p>
	<p>develop and maintain open and effective mechanisms for documenting evidence for decisions and recording the criteria, rationale and considerations on which decisions are based</p>
	<p>put in place arrangements to safeguard members and employees against conflicts of interest and put in place appropriate processes to ensure that they continue to operate in practice</p>
	<p>develop and maintain an effective audit committee (or equivalent) which is independent of the executive and scrutiny functions or make other appropriate arrangements for the discharge of the functions of such a committee</p>
	<p>Ensure that effective, transparent and accessible arrangements are in place for dealing with complaints</p>
<p>Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs</p>	<p>ensure that those making decisions whether for the authority or the partnership are provided with information that is fit for the purpose – relevant, timely and gives clear explanations of technical issues and their implications</p>
	<p>ensure that proper professional advice on matters that have legal or financial implications is available and recorded well in advance of decision making and used appropriately</p>
<p>Ensuring that an effective risk management system is in place</p>	<p>ensure that risk management is embedded into the culture of the authority, with members and managers at all levels recognising that risk management is part of their job</p>
	<p>Ensure that effective arrangements for whistle blowing are in place to which officers, staff and all those contracting with or appointed by the authority have access</p>
<p>Using their legal powers to the full benefit of the citizens and communities in their area</p>	<p>actively recognise the limits of lawful activity placed on them by, for example, the ultra vires doctrine but also strive to utilise their powers to the full benefit of their communities</p>
	<p>recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on authorities by public law</p>
	<p>observe all specific legislative requirements placed upon them, as well as the requirements of general law, and in particular to integrate the key principles of administrative law – rationality, legality and natural justice into their procedures and decision making</p>

Core principle 5 - Developing the capacity and capability of members and officers to be effective

SUPPORTING PRINCIPLES	CONTROL MEASURES
<p>Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles</p>	<p>provide induction programmes tailored to individual needs and opportunities for members and officers to update their knowledge on a regular basis</p>
	<p>ensure that the statutory officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the authority</p>
<p>Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group</p>	<p>assess the skills required by members and officers and make a commitment to develop those skills to enable roles to be carried out effectively</p>
	<p>develop members skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed</p>
	<p>Ensure that effective arrangements are in place for reviewing the performance of the executive as a whole and of individual members and agreeing an action plan which might for example aim to address any training or development needs</p>
<p>Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal</p>	<p>Ensure that effective arrangements are in place designed to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the authority</p>
	<p>Ensure that career structures are in place for members and officers to encourage participation and development</p>

Core principle 6 - Engaging with local people and other stakeholders to ensure robust local public accountability

SUPPORTING PRINCIPLES	CONTROL MEASURES
<p>Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders including partnerships, and develops constructive accountability relationships</p>	<p>make clear to themselves, all staff and the community, to whom they are accountable and for what</p>
	<p>consider those institutional stakeholders to whom the authority is accountable and assess the effectiveness of the relationships and any changes required</p>
	<p>produce an annual report on scrutiny function activity</p>
<p>taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning</p>	<p>Ensure clear channels of communication are in place with all sections of the community and other stakeholders and put in place monitoring arrangements to ensure that they operate effectively</p>
	<p>hold meetings in public unless there are good reasons for confidentiality</p>
	<p>Ensure that arrangements are in place to enable the authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands</p>
	<p>establish a clear policy on the types of issues they will meaningfully consult on or engage with the public and service users about including a feedback mechanism for those consultees to demonstrate what has changed as a result</p>
	<p>on an annual basis, publish a performance plan giving information on the authority's vision, strategy, plans and financial statements as well as information about its outcomes, achievements and the satisfaction of service users in the previous period</p>
	<p>ensure that the authority as a whole is open and accessible to the community, service users and its staff and ensure that it has made a commitment to openness and transparency in all its dealings, including partnerships subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so</p>
<p>Making best use of human resources by taking an active and planned approach to meet responsibility to staff.</p>	<p>develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision making</p>

3. REVIEW OF ARRANGEMENTS

- 3.1 The CIPFA SOLACE Framework requires the Council to:
- consider the extent to which it complies with the principles and requirements of good governance set out in the Framework
 - identify systems, processes and documentation that provide evidence of compliance
 - identify the individuals and committees responsible for monitoring and reviewing the systems, processes and documentation identified
 - identify the issues that have not been addressed adequately in the authority and consider how they should be addressed
 - identify the individuals who would be responsible for undertaking the actions required and plan accordingly.
- 3.2 Commencing with the 2006/7 financial year, a corporate working group has assumed responsibility for conducting a detailed self-assessment of compliance with the above core principles and supporting principles. This includes the listing of documentary evidence to support the results. Much of the required evidence is taken from the following key systems and processes:
- Strategic and business planning;
 - Communication;
 - Performance management;
 - Risk management;
 - Value for money;
 - Probity;
 - Financial strategy;
 - Financial standing;
 - Financial management;
 - Asset management.
- 3.3 These are also the areas that the Audit Commission base their annual governance report upon.
- 3.4 The key officers involved in the self assessment are:
- Corporate Director of Governance (Monitoring Officer)
 - Assistant Chief Executive - Business Transformation & Improvement& (Section 151 Officer)
 - Assistant Chief Executive - Policy & Performance
 - Audit & Risk Manager
- 3.5 The Corporate Director of Governance has corporate responsibility for governance including oversight of compliance with the CIPFA SOLACE Framework and the process leading to the publication of the Annual Governance Statement.
- 3.6 Any significant non-compliance issues identified in the self-assessment process are disclosed within the Annual Governance Statement and fed into the business planning process. This means that they are subjected to systematic monitoring which in turn ensures their resolution.
- 3.7 The Annual Governance Statement is also reported to Strategy Group and Executive Cabinet at the respective chief officer and member levels. In addition, the Audit Committee has responsibility for oversight and scrutiny of governance matters written into its terms of reference. The overall reporting system for corporate governance is shown at Appendix 1. This also indicates that the Corporate Improvement Board acts as a conduit for any governance issues identified through external audit and inspection reports, including CPA and Use of Resources assessments.

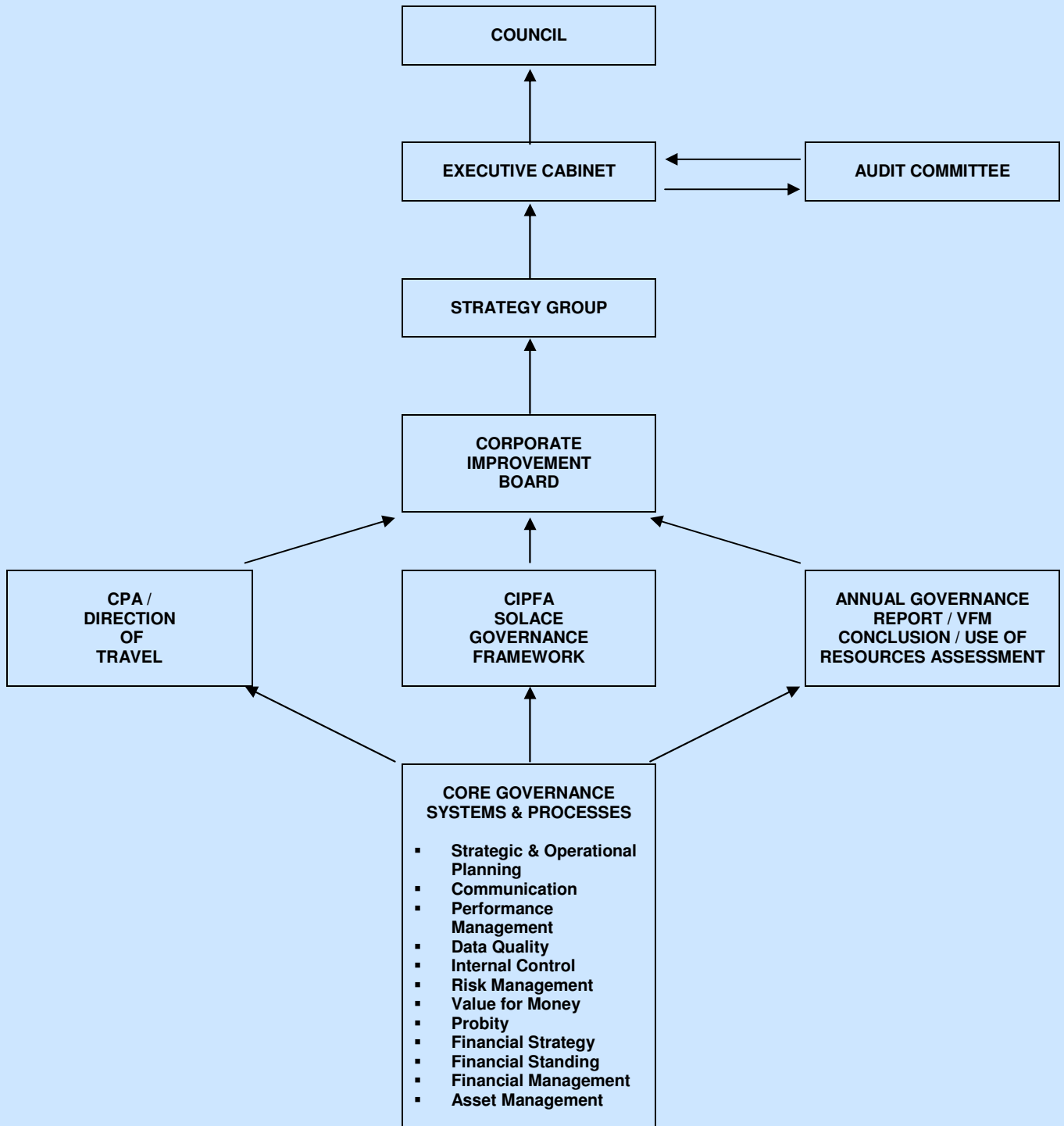
4. ANNUAL GOVERNANCE STATEMENT

- 4.1 Regulation 4(2) of the Accounts and Audit Regulations 2003 requires a local authority to “conduct a review at least once in a year of the effectiveness of its system of internal control and include (in the financial statements) a Statement on Internal Control, prepared in accordance with proper practices....”.
- 4.2 The new CIPFA SOLACE Framework defines proper practice for the form and content of an Annual Governance Statement (AGS), which meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) Regulations 2006 in relation to the publication of a Statement on Internal Control
- 4.3 The Council therefore publishes an AGS based on the CIPFA SOLACE model governance statement as shown at Appendix 2. The AGS covers all significant corporate systems, processes and controls, spanning the whole range of the Council's activities, including in particular those designed to ensure:
- the authority's policies are put into place
 - the authority's values are met
 - laws and regulations are complied with
 - required processes are adhered to
 - financial statements and other published information are accurate and reliable
 - human, financial and other resources are managed efficiently and effectively
 - high quality services are delivered efficiently and effectively.
- 4.5 It therefore covers performance issues – good governance promotes good service but poor service performance reflects a failure of governance. Consequently, approval and ownership of the AGS should be at a corporate level and should be confirmed by the most senior officer (chief executive or equivalent) and the most senior member (leader or equivalent) signing the statement on behalf of the authority.
- 4.6 The Leader and Chief Executive therefore sign the AGS on behalf of Chorley Council once the review and approval process (Appendix 1) has been followed. The AGS will be approved by the Audit Committee and published with the annual financial statements so that the publication timetable for the financial statements drives the AGS approval timetable.

5. DIRECTORATE ASSURANCE STATEMENTS

- 5.1 As Section 4 above indicates, before signing the AGS the Leader and Chief Executive will seek assurances that the review and approval process described in Appendix 1 has been followed. This ensures that the views of the statutory officers have been taken into account, and they have in turn sought the views of auditors (internal & external) and other inspectorates as to the adequacy and effectiveness of the Council's system of governance.
- 5.2 However in reviewing and approving the AGS members will also require assurances on the effectiveness of the governance framework from managers across the Council, as it is they who are charged with embedding corporate governance systems within their directorates.
- 5.3 The Council has therefore adopted a system of Directorate Assurance Statements (Appendix 3) which are compiled on an annual basis to coincide with the production of the AGS. These require Directors to review the operation of a wide range of governance systems and procedures within their service areas and indicate whether there are any significant non-compliance issues.
- 5.4 The completed Directorate Assurance Statements are analysed to ascertain whether there are any common areas of concern, and if so, whether these constitute significant governance issues. Any significant non-compliance issues emerging will be included in the Annual Governance Statement itself.

CORPORATE GOVERNANCE REPORTING ARRANGEMENTS



APPENDIX 2**ANNUAL GOVERNANCE STATEMENT****Scope of responsibility**

[The authority] is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. [The authority] also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, [the authority] is responsible for putting in place proper arrangements for the governance of its affairs facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

[The authority] has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website at [...] or can be obtained from [...]. This statement explains how [the authority] has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts & Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of [the authority's] policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at [the authority] for the year ended 31 March 200x and up to the date of approval of the [annual report] and statement of accounts.

The governance framework

Describe the key elements of the systems and process that comprise the authority's governance arrangements including arrangements for:

- Identifying & communicating the authority's vision of its purpose and intended outcomes for citizens and service users
- Reviewing the authority's vision its implications for the authority's governance arrangements
- Measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources
- Defining & documenting the roles & responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication
- Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff
- Reviewing & updating standing orders, standing financial instructions, a scheme of delegation and supporting procedure notes / manuals, which clearly define how decisions are taken and the processes and controls to manage risks

- Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committees - Practical Guidance for Local Authorities
- Ensuring compliance with relevant laws and regulations, internal policies and procedures and that expenditure is lawful
- Whistle-blowing and for receiving and investigating complaints from the public
- Identifying the development need of members and senior officers in relation to their strategic roles, supported by appropriate training
- Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation
- Incorporating good governance arrangements in respect of partnerships and other group working as identified in the Audit Commission's report on the governance of partnerships, and reflecting these in the authorities overall governance arrangements

Review of effectiveness

[The authority] has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

- Describe the process that has been applied in maintaining and reviewing the effectiveness of the governance framework, including some comment on the role of:
- the authority
 - the executive
 - the audit committee/overview and scrutiny committees/risk management committee
 - the standards committee
 - internal audit
 - other explicit review/assurance mechanisms.

I/we have been advised on the implications of the result of the review of the effectiveness of the governance framework and system of internal control by the Authority, the executive/audit committee/overview and scrutiny committee/risk management committee (*amend list as appropriate*), and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Significant governance issues

[Include an outline of the actions taken, or proposed, to deal with significant governance and internal control issues.]

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Leading Member & Chief Executive on behalf of [the authority]

APPENDIX 3**DIRECTORATE GOVERNANCE ASSURANCE STATEMENT**

Chorley Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this responsibility, members and senior officers are responsible for establishing a sound system of governance.

As Director, I have responsibility to enforce the system of governance within my Directorate to ensure that it supports the achievement of the Directorate's and therefore the Council's objectives.

When discharging my responsibility for reviewing the effectiveness of the system of governance operating within the Directorate, I have taken into account the following:

- The adequacy and effectiveness of management review processes;
- Outcomes from risk assessments ;
- Relevant self-assessments of key service areas within the Directorate;
- Relevant internal audit reports and the implementation of recommendations made by the Audit & Risk Service; and
- Outcomes from reviews by other bodies including external and statutory inspectorates and the external auditors.

I am satisfied that, except for the specific matters arising in the attached schedule, a sound system of governance has been in place throughout the year ended 31 March 200X and is ongoing.

I also propose to take steps to address the matters arising to enhance the Directorate's system of governance and I will be monitoring their implementation and operation on an ongoing basis.

Director Signature:**Name:****Date:****Portfolio Holder Signature:****Name:****Date:**

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
1	BUSINESS PLANNING & PERFORMANCE MANAGEMENT				
1.1	Business Improvement Planning (BIP) Guidance	<p>A Directorate BIP was produced for 2007/8 in accordance with the corporate BIP Guidance.</p> <p>Progress is monitored at least quarterly and any significant variances against service objectives, standards or targets have been identified, reported to members and appropriate action taken where necessary</p>			
1.2	Staff Appraisal System	<p>All staff have participated in the annual and interim performance appraisal interviews and there is regular monitoring of progress against personal objectives & targets.</p> <p>All Personal Development Plans (PDPs) are up to date, have been submitted to HR and are actively managed to drive staff development.</p>			
1.3	Project Management Toolkit	The corporate Project Management Toolkit has been applied to all the Directorate's key business projects in the Corporate Strategy, including capital developments.			
1.4	Framework for Partnership Working.	There is clear understanding of what is meant by the term "partnership" and what are the Council's "key partnerships" Joint Risk Registers are in place for all the Council's key partnerships.			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
		<p>Any new partnership or partnering arrangement is reported to and approved by members</p> <p>Minimum standards of governance and control are applied to all partnerships, including:</p> <ul style="list-style-type: none"> • A sound business case based on a commonality of interests • Clear objectives & outcomes aligned to Chorley's strategic objectives • Clear responsibilities & clear reporting lines • Regular meetings • Clear payment structure (where appropriate) • Ownership of insurable risks • Internal Audit access • Exit strategy 			
2	DATA QUALITY				
2.1	Performance Data Collection & Reporting	<p>Written procedures are in place for the collection, calculation and checking of all performance information generated by the Directorate, including BVPIs</p> <p>The responsibility for data generation & validation has been allocated to designated officers and they regularly attend corporate data quality briefings</p> <p>The Directorate operates effective data quality control arrangements and the designated officers ensure that:</p> <ul style="list-style-type: none"> • The data is calculated in accordance with any definitions either nationally or locally set. • Evidence / audit trails are retained to support the reported figures. 			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
		<ul style="list-style-type: none"> • Outturn figures are produced and reported in accordance with agreed timetables. • Periodic checks on the accuracy of outturn figures are carried out. • The annual Performance Reporting Checklist is completed in full with all required information and signed by the designated officers and Director. 			
2.2	Data Sharing	<p>The Directorate has established formal data sharing protocols with key partnerships in relation to the sharing of</p> <ul style="list-style-type: none"> • performance data, and • personal data 			
3	COMMUNICATION				
3.1	Customer Care Policy & Customer Charter	<p>Customers' problems are owned by staff and they are kept informed, contacting them when we say we will. In particular:</p> <ul style="list-style-type: none"> • Appointment times are always kept and customers without an appointment are seen within 10 minutes • Telephone calls are answered within 20 seconds or 8 rings • Letters are responded to within 10 days • E-mails are acknowledged within 2 days 			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
3.2	Customer Feedback Mechanisms	<p>The Directorate has established feedback mechanisms with customers and other stakeholders including partners to ensure that key messages about services are obtained, taken into account and systematically used to improve services</p> <p>Specific measures have been introduced in relation to vulnerable / hard to reach groups (disabled, low income, BME, etc)</p>			
3.3	Team Briefing	<p>Team briefing takes place in all areas of the Directorate every month.</p> <p>Team briefing process operates effectively and staff regularly provide "feedback".</p>			
4	INTERNAL CONTROL				
4.1	Implementation of Audit & Inspection Recommendations	<p>There is a formal mechanism to capture and implement agreed recommendations by relevant inspectorates, auditors and other review agencies</p> <p>The Directorate systematically monitors corrective actions and can demonstrate that the recommendations have been implemented within agreed timescales</p>			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
4.2	Financial Procedure Rules (FPRs)	<p>Expenditure</p> <ul style="list-style-type: none"> • Goods & services are ordered only where there is the budget and authority to do so and the purchase is necessary AND goods & services received are checked to ensure they agree with the order; <p>Cash Income</p> <ul style="list-style-type: none"> • Official receipts are issued for all amounts received • Prices agree with the latest approved tariff • Income is securely held and paid it in promptly • Income and petty cash are kept separately • Income is not used to cash personal cheques. <p>Petty Cash</p> <ul style="list-style-type: none"> • Official receipts are issued for all amounts received • Prices agree with the latest approved tariff • Transaction limits are not exceeded • Receipts are always obtained • Petty cash is not used to cash personal cheques 			
4.3	Contract Procedure Rules (CPRs)	<p>For procurements under £10,000 at least 1 written or electronic quotation is obtained before an order is made.</p> <p>For procurements between £10,000 and £75,000 at least 3 written or electronic quotations are obtained. These are "advertised" under "Current Contract Opportunities" on the Council Web Site and completed quotations sent electronically to a secure folder set up for this purpose.</p> <p>For procurements over £75,000 competitive tenders are obtained. The Corporate Procurement Team are contacted for advice on the correct tender procedure to be followed.</p>			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
5	RISK MANAGEMENT				
5.1	Directorate Risk Registers	<p>Directorate Risk Registers are in place to record and mitigate any significant risks which may impact upon the achievement of directorate goals, plans & targets</p> <p>The risk management procedure contained in the corporate project management toolkit has been applied to all the Directorate's key business projects.</p>			
5.2	Directorate Business Continuity Plans (BCPs)	<p>An up to date BCP is in place which reflects the current Directorate structure</p> <p>All relevant staff have been made aware of their responsibilities to react in the case of a business emergency in order to resume services as quickly as possible.</p> <p>The BCP is regularly tested to confirm that it will actually work in practice.</p>			
5.3	Health & Safety Policy	<p>Up to date risk assessments are in place in relation to all significant ongoing activities & events and in relation to Display Screen Equipment (DSE).</p> <p>Safe systems of work are in place and safety equipment is provided wherever it is needed.</p> <p>All members of staff are trained in Health & safety relevant to their needs</p> <p>Details of any accidents, incidents or near misses are always e-mailed to the Health & Safety Team at Bolton Council using the correct form. Any serious incidents are telephoned immediately.</p>			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
6	VALUE FOR MONEY				
6.1	Value for Money Strategy.	The Directorate can demonstrate fully that it achieves VFM by means of comparative data, benchmarking and reviewing of high spending areas.			
6.2	Corporate Procurement Framework.	The Directorate is actively procuring goods and services in accordance with the corporate procurement framework. All contracts have been entered into the appropriate register			
7	PROBITY				
7.1	Code of Conduct for Employees	All members of staff are aware of the officers' Code of Conduct including the need to: <ul style="list-style-type: none"> • disclose personal interests or offers of gifts and hospitality in the corporate register held on the Loop • not undertake any other employment that conflicts with their official duties. • obtain written consent to undertake any outside employment if over Scale 6 			
7.2	Whistle Blowing Policy	All members of staff are aware of the Council's Whistle Blowing Policy and know whom to contact and how to make a disclosure. All members of staff feel safe in making such a disclosure			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
7.3	Anti-Fraud and Corruption Strategy	Members of staff are aware of the Anti Fraud and Corruption Strategy and know whom to contact if they suspect that fraud, corruption or other irregularities have occurred.			
7.4	Proceeds of Crime / Anti-Money Laundering Policy & Guidance	<p>All staff who deal with large amounts of income, property or land sales or interact with outside organisations who operate in these areas:</p> <ul style="list-style-type: none"> • Understand the advice and guidance on Money Laundering and how it may affect individual staff and the Council; • Are aware that a criminal offence may inadvertently be committed if the procedures are not followed; • Will report any suspicious activity to the Money Laundering Reporting Officer using the on-line form on the Loop • Will wait for advice about how to proceed and not take any action that might tip-off a suspect. 			
7.5	Regulation of Investigatory Powers Act - Procedures	<p>All staff who are involved in undertaking investigations that involve surveillance or monitoring activities:</p> <ul style="list-style-type: none"> • Understand the scope of the Act and how it relates to their work. • Know when they require an "Authorisation" from a senior officer to proceed. • Know how to obtain an "Authorisation," from whom, which form to use and what process to follow. • Know who to contact for further advice & guidance 			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
8	FINANCIAL MANAGEMENT				
8.1	Budgetary Control	<p>The Directorate has monitored its budget on a regular basis to identify any significant variances.</p> <p>Appropriate action has been taken to avoid exceeding budget allocations and the S151 Officer has been alerted to any significant problems.</p>			
8.2	Income & expenditure	<p>All income is collected and expenditure is processed in accordance with corporate control arrangements</p> <p>There are no financial processes operating within the Directorate which fall outside corporate control systems or which have not been audited and approved as being fit for purpose.</p>			
9	ASSET MANAGEMENT				
9.1	Asset Registers / Inventories	<p>The Directorate has an up to date Inventory Register in place.</p> <p>All relevant assets are recorded using the standard form on the Loop</p> <p>A full physical check of the recorded assets is undertaken at least annually.</p>			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
10	INFORMATION MANAGEMENT				
10.1	Computer & Data Security	<p>Staff always log-off the network when they leave their workstation.</p> <p>Passwords are never written down, shared or otherwise made available to others.</p>			
10.2	Internet and E-Mail Acceptable Use Policy.	<p>All staff that use these facilities have signed an Authorised User Agreement and agree to abide by the terms and conditions</p> <p>Staff know that private use of Internet and e-mail is permitted only in their own time and private use for business purposes is not permitted.</p>			
10.3	Data Protection & Freedom of Information	<p>All members of staff have attended corporate training and are clear of their responsibilities in relation to DPA or FOI.</p> <p>Members of staff are able to distinguish between FOI requests and requests for information that are "business as usual" and direct the former to their line manager.</p> <p>FOI requests are obtained in writing (including letter, fax , e-mail or web) and Include the requestors contact details for the response.</p> <p>All requests are copied to the Freedom of Information Officer in the People Directorate</p>			
10.4	Retention Guidelines	<p>Individual Directorates periodically review their own documents to ensure compliance with the guidance held on the Loop.</p>			

	GOVERNANCE AREAS	KEY REQUIREMENTS	SCORE (1,2 or 3)	EVIDENCE (IF SCORED 3)	FURTHER ACTION REQUIRED (IF SCORED 1 or 2)
11	GENERAL	<p>The following actions within the Scheme which are applicable to all directorates have been included in the Directorate's business improvement plan and have now been implemented:</p> <ul style="list-style-type: none"> • To introduce appropriate monitoring arrangements in relation to race, gender and disability for the take up of services • To contribute to the corporate consultation strategy • To review literature and communications to ensure that appropriate formats are being used and to ensure that different formats are available • To communicate to staff and to the public the arrangements that are in place in order to obtain literature in different languages and formats • To be on course to conduct quality impact assessments on all policies by March 2009 • To ensure that all relevant staff are trained and brought up to speed on equality and diversity issues and the provisions of the equality scheme <p>The actions within the Scheme which are specifically applicable to your directorate have been included in the Directorate's business improvement plan and have now been implemented.</p>			

NOTES TO THE DIRECTORATE ASSURANCE STATEMENT

The Council is now required to publish an Annual Governance Statement alongside the financial statements, **which must be signed by the Leader and Chief Executive on behalf of the authority**. This Statement must include any significant areas of weakness and action plans to address such weaknesses.

The Corporate Improvement Board conducts a corporate self-assessment each year of the extent to which the Council complies with guidance issued by CIPFA & SOLACE, which sets out best governance practice.

In addition to the corporate self-assessment, assurance is also sought from chief officers, as it is they who are responsible for implementing the respective corporate governance systems and procedures within their directorates.

The Council has therefore introduced Directorate Assurance Statements, which need to be compiled on an annual basis to coincide with the production of the Annual Governance Statement. These require Directors to review the operation of a range of corporate policies and procedures within their service areas and indicate whether there are any significant non-compliance issues.

The Corporate Improvement Board will analyse the completed Directorate Assurance Statements to ascertain whether there are any common areas of concern, and if so, whether these constitute significant governance issues. Any significant non-compliance issues emerging from the Directorate Assurance Statements will be included in the Annual Governance Statement itself.

GOVERNANCE AREAS

This column lists the key corporate policies and procedures that Directorates need to be aware of and comply with.

KEY REQUIREMENTS

This column identifies the specific control measures in relation to each corporate policy (etc) that should be operating effectively within Directorates.

SCORE

A score of 1,2 or 3 should be inserted to reflect whether the level of compliance with the key requirements is minimal, partial or high (3 is the highest score)

EVIDENCE

Where compliance is high (a score of 3) you should indicate why by referring to supporting documentation and / or giving examples where possible. Audit spot checks will be undertaken on the evidence provided.

FURTHER ACTION REQUIRED

Where compliance is minimal or partial (a score of 1 or 2) you should identify what the specific non-compliance issues are and the planned actions to improve control. These actions should in turn feed into the Directorate Business Improvement Plan (BIP).

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REPORT OF OVERVIEW AND SCRUTINY COMMITTEE AND PANELS

1. This report summarises the business transacted at meetings of the Overview and Scrutiny Committee held on 12 February and 25 March 2008, 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.

OVERVIEW AND SCRUTINY COMMITTEE – 12 FEBRUARY 2008

Central Lancashire Primary Care Trust

2. We welcomed Mark Wilkinson the Chief Executive of the Primary Care Trust to the meeting to present to Members the Trust's strategy for improving the health and well-being of the population the PCT served and in particular the area of Chorley.
3. The PCT had set the following goals for the Chorley area:
 - To improve the length and quality of life for the people of Chorley.
 - To expand health services where they are most needed.
 - To enable people to take greater responsibility for their own health.
4. The Chief Executive responded to the key issues members of the public had requested with the PCT responding to the following local needs:
 - Teenage pregnancies.
 - Binge drinking.
 - Road injuries and deaths – A figure higher in Chorley than the North West and England averages.
5. The area of Chorley East was focussed upon with the proposal for a Health Centre in Friday Street progressing well, with an aspiration for contractors being on site by the turn of the year. Also an additional four new dentists would shortly be secured to cover the Chorley area.

Budget Scrutiny for 2008/2009

6. We received a report of the Assistant Chief Executive (Business Transformation) that had also been submitted to both Scrutiny Panels setting out the spending and performance context for key spending areas at the Council, details of the rationale between the Executive draft budget proposals and the details of the key budget proposals for 2008/09.
7. The Committee received from both Scrutiny Panels a number of suggestions, which would form part of this year's budget consultation exercise and which would be put forward to the Executive Cabinet for consideration. A number of the suggestions reflected those received from public consultation.
8. The Committees endorsed the suggestions for submission to the Executive Cabinet.

Revenue Budget 2007/08 – Third Quarterly Monitoring Report

9. We received a report from the Assistant Chief Executive (Business Transformation) setting out the current financial position of the Council as compared against the budget and efficiency savings targets it set itself for 2007/08 for the General Fund.

10. Excellent progress had continued to be made in achieving the Corporate Saving Target of £278,000 from the management of the establishment and a further £60,000 of savings to come from efficiency and procurement related activities.
11. The report identified the important variations since the last monitoring report to Committee.

Business Improvement Plan Monitoring Statement – Policy and Performance Directorate

12. We received the Business Plan Monitoring Statement relating to the Policy and Performance Directorate identifying the progress made against the key actions and performance indicators for the period 1 October 2007 to 31 December 2007.
13. The report indicated the activities of the Directorate and reported that all the actions set out in the Business Improvement Plan scheduled for completion during the third quarter of 2007/08 had been delivered. In particular there had been considerable activity to support the work to continue the development of the Chorley Partnership, the highlight of which was a successful IDeA Peer Review of the Local Strategic Partnership.

Corporate Third Quarter Performance Report 2007/08 – Monitoring Report for the Period Ending 31 December 2007

14. The Assistant Chief Executive (Policy and Performance) submitted a report setting out the performance against the Corporate Strategy and the Council's Best Value Performance Indicators for the third quarter of 2007/08, 1 October to 31 December 2007. The performance was assessed based on the delivery of key projects in the Corporate Strategy and the performance of national Best Value Performance Indicators (BVPI).
15. The report informed us that this was the first monitoring report on the key projects since the Corporate Strategy was refreshed in October 2007 and already the overall performance of the key projects was excellent, with 84% of the projects either completed, progressing ahead of plan or on plan.
16. Overall the BVPI performance trend showed a positive picture of continued improvement with limited instances of deteriorating performance, which are being carefully monitored and managed into the final quarter.
17. We focussed our attention on the action plans that had been drawn up to address deteriorating performance and to drive up the number of BVPI showing improving performance in the year.

OVERVIEW AND SCRUTINY COMMITTEE – 25 MARCH 2008

Executive Cabinet 27 March 2008

18. I requested that the item on the Executive Cabinet agenda for the 25 March meeting regarding the report on the proposal to merge Chorley, South Ribble and West Lancashire Community Safety Partnership into a Lancashire South Strategic Crime and Disorder Reduction Partnership be discussed with the Members of the Committee.
19. We received a report from the Corporate Director (Neighbourhoods) on the proposal to merge the Partnerships as there had been a requirement from 2007 for each Crime and Disorder Reduction Partnership to produce a Strategic Assessment. Chorley along with the local authorities of South Ribble and West Lancashire had undertaken a joint Strategic Assessment under the agreement and guidance of the three Chief Executives and Chief Superintendents.

20. The principle of merging the Crime and Disorder Reduction Partnerships to form a larger strategic partnership was supported by the Home Office in order to further reduce crime and disorder and in tackling the nuisance of drugs. Other beneficial factors included the pooling of resources to increase capacity, the co-ordination of displacement and the ability to focus resources on front line action.
21. A number of Members of the Committee expressed their concern at the speed of implementing the new structure. This was a significant change to the existing structure and it was considered that greater consultation was necessary.
22. Accordingly we agreed a series of recommendations for the Executive Cabinet to consider at their meeting on 27 March 2008.

Capital Programme 2008/09 – Monitoring

23. We received a report of the Assistant Chief Executive (Business Transformation) updating us on the 2007/08 capital programme and seeking recommendations for the revision of the Programme which would need to be determined by the Executive Cabinet at its meeting on 27 March 2008. The report identified the split between slippage and other budget changes that were taken into account in the revision to the programme.
24. The Committee focussed upon the proposed alteration to the capital programme and in particular a major recommended change to the programme in 2007/08 being the capitalisation of interest in respect of the land assembly required for the Gillibrand Link Road, for which the Council had received the necessary capitalisation direction.

Scrutiny Inquiries – Efficiency Gains and Absence Management

25. We received the final reports from the Corporate and Customer Overview and Scrutiny Panel on its inquiries into Efficiency Gains and Absence Management.
26. We discussed the reports and the recommendations that the Panel had made and agreed that the recommendations including an amendment to recommendation 12 of the Efficiency Gains inquiry be forwarded to the Executive Cabinet for approval.

Review of the Council's Scrutiny Process

27. We received a report of the Corporate Director of Governance setting out the review that had taken place over the last 12 months on the Council's overview and scrutiny function.
28. The report indicated the means to address concerns that the current structure was not as efficient as it could be and to increase Member engagement with the scrutiny process by promoting scrutiny reviews undertaken by small task and finish groups.
29. The proposal was for an overarching Overview and Scrutiny Committee and the two current scrutiny panels (Corporate and Customer Environment and Community) being disbanded. The membership of the Overview and Scrutiny Committee was suggested to be 12, with the Committee establishing and appointing task and finish groups to undertake reviews. It was suggested that a task and finish groups could consist of four or five members from the membership of the main committee but could include other Council Members (other than Executive Members) who could be interested in the topics under scrutiny.
30. Some Committee Members expressed concern that the membership of 12 Councillors for the Committee would be too small and suggested 15 would be more appropriate.

31. Discussions took place on the size of the task and finish groups with a view that two Members from the Overview and Scrutiny Committee would be a more appropriate number with other interested Members.
32. I pointed out that I would express my views to the Executive Cabinet and other Members of the Committee could voice their opinions through their respective political groups or at the Council meeting on 22 April 2008.

Overview and Scrutiny Work Programme 2008/09

33. We received a report of the Corporate Director of Governance seeking approval to the Overview and Scrutiny Work Programme for 2008/09 which identified the proposed areas of work to be undertaken by the Overview and Scrutiny Committee and the Task and Finish Groups.
34. The Committee was recommended to consider the topics suggested for scrutiny inquiries and to choose an initial three topics for the 2008/09 Municipal Year.
35. It had become apparent following the I&DeA training sessions with Members last year that a large number of ideas for topics could be scrutinised. Other topics had also been suggested since those training sessions.
36. We noted that Overview and Scrutiny would be continuing into the 2008/09 Municipal Year with the Joint Central Lancashire Scrutiny Inquiry into affordable housing as well as the Chorley Town Centre Audit and Design Strategy Scrutiny Inquiry.
37. We agreed that the following scrutiny inquiries be undertaken during 2008/09 by the Overview and Scrutiny Task and Finish Groups.
 - To examine the contract and other issues relating to the service provided by Chorley Community Housing (CCH).
 - Streetscene Issues.
38. A third topic for an inquiry would be considered at the second meeting of the Overview and Scrutiny Committee in the 2008/09 Municipal Year.

CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL – 22 JANUARY 2008

Budget Scrutiny for 2008/09

39. The Panel considered the report of the Assistant Chief Executive (Business Transformation) on budget scrutiny. The report set out the spending and performance context for key spending areas at the Council, details of the rationale between the Executives draft budget proposals and details of the key budget proposals for 2008/09.
40. It was noted that the budget proposals aimed to achieve the objectives set out in the refreshed corporate strategy. The updated Corporate Strategy includes new targets, particularly in relation to climate change and older and younger peoples activities.
41. The Assistant Chief Executive (Business Transformation) outlined the spending and performance context for key spending areas at the Council and answered a number of queries raised by Members. The Panel congratulated the Council on the achievement of maximum scores for both the use of its resources and value for money in the annual use of resources assessment. Improvements in satisfaction have been seen alongside improvements in performance and this score demonstrates that the Council continues to offer good value for money.

42. The Panel made several general suggestions for the Executive Cabinet to consider:
 - a. To increase the number of Environmental Wardens.
 - b. To provide another vehicle for the Environmental Wardens.
 - c. To improve the process to request the cleaning of footpaths, clearing of hedgerows and ditches outside the urban core. Currently there can be confusion as to where the responsibility for this lies and how best to deal with Lancashire County Council when the responsibility lies with them.
 - d. To increase the use of the machine that removes chewing gum throughout the Borough.
 - e. To distribute to Members the schedule of work for street cleaning and grass cutting for their information and comments.
 - f. To identify areas where there is a lack of recreational facilities and either provide additional facilities or improve transport links to existing facilities nearby.
 - g. To explore concessionary arrangements with South Ribble where residents would be entitled to concessions within Chorley but South Ribble recreational facilities are closer.
43. The Panel made observations on the following:
 - a. The customer service received when a missed bin was reported was excellent and the bin had then been collected promptly.
 - b. The conditions of the new waste and recycling contract to put financial penalties on the contractor for not returning the receptacle to the point of collection and new style receptacles for recycling were commended.
 - c. It was hoped that the issue of waste littering areas after collection would be reduced under the new contract.
 - d. It was hoped that the plans for Market Walk phase 2 would come into fruition in the future.
44. On the base budget review savings 2008/09, Members asked for clarification on several items and commented that the maintenance of bus shelters and street furniture, although not the responsibility of Chorley Council, did have a positive impact on the streetscene. It was noted that one of the corporate priorities was to “develop the character and feel of Chorley as a good place to live”. The increase in charges for the hire of the Lancastrian was noted with some concern.
45. Members considered the schedule of potential savings for Directorate savings targets 2008/09. It was highlighted that proposed savings should not have a negative impact on the service delivered to the customer. Support was given to merging the enforcement functions currently delivered by Governance and Neighbourhoods.
46. The Panel discussed the proposals for increasing fees and charges in 2008/09. Members discussed the increase proposed for grant of right of burial fees and a suggestion was made that the increase be phased.
47. Members considered the plans for Capital Resources and noted that the priorities were affordable housing, the town centre, sustainability and climate change and investing in the green corridor. Members clarified several points and supported the proposals relating to affordable housing and the green corridor. It was noted that Chorley Council would manage the homelessness function in the future.
48. We thanked the Assistant Chief Executive (Business Transformation) for his report and attendance at the meeting. It was noted that the discussion on budget scrutiny had been useful and the approach to budget scrutiny had been an improvement on last year.

Scrutiny Inquiries - Efficiency Gains and Absence Management

49. The Chair of the Efficiency Gains Sub-Group, Councillor Mrs Stella Walsh, updated the Panel on the ongoing inquiry. Feedback sessions had been held with Directors in December and there were further sessions later this month to receive information from the remaining Directors, the Corporate Procurement Officer, Customer Access Officer and the external auditor. The Sub-Group would be considering it's final report on 27 February and would report to the Panel on 11 March.
50. Councillor Mike Devaney, Chair of the Absence Management Sub-Group reported that the inquiry was progressing well. It was noted that there were pockets within the Council where there were still issues with absence management and this would be investigated further.
51. The Sub-Group met with the Executive Member for Resources on 19 February to discuss the recommendations and final report which was then presented to the Panel on 11 March.

CORPORATE AND CUSTOMER OVERVIEW AND SCRUTINY PANEL –11 March 2008**Scrutiny Inquiries - Efficiency Gains and Absence Management**

52. The Chair welcomed the Panel's final reports on it's inquiries into Absence Management and Efficiency Gains asked the Chair of each sub-group to introduce their respective reports.

Absence Management

53. Councillor Mike Devaney outlined the objectives and desired outcomes of the inquiry. Members considered the report and it's recommendations and noted that at the third quarter the average sickness absence of the authorities employees' equated to 7.11 days, against an annual target of 9.22 days. Members commended this as an excellent achievement.
54. Councillor Devaney thanked the Members and officers for their contributions to the inquiry and commented on how positive the piece of work had been.

Efficiency Gains

55. Councillor Stella Walsh explained that the sub-group had heard and evaluated a great deal of documentary evidence relating to the efficiency agenda. The sub-group had undertaken interviews with the directors and the external auditor whose responses had been compiled into a schedule enclosed with the report.
56. Members discussed the report and the recommendations made, noting specifically how the council has been recognised for its excellent work in its use of resources and value for money by the Audit Commission.

Quarterly Business Plan Monitoring Statements

57. The Panel considered the Business Plan Monitoring Statements from Customer, Democratic and Legal Services, Human Resources, Financial Services and Information and Communication Technology.
58. The Members of the Panel queried several points within the reports with the Directors who were in attendance at the meeting.

ENVIRONMENT AND COMMUNITY OVERVIEW AND SCRUTINY PANEL – 24 JANUARY 2008**Scrutiny Inquiries – Chorley Town Centre Audit and Design Strategy**

59. The Panel Members along with other Members of the Council received a presentation from a representative of Landscape Projects commissioned to undertake a town centre audit.
60. The Panel had chosen to consider for a full scrutiny enquiry the Town Centre Audit. This was part of the Town Centre Strategy. Members of the Panel were conscious of the need to focus their attention on a specific area of the strategy, in view of the wide range of issues and for the potential outcome of the inquiry to be worthwhile.
61. The audit involved information gathering, collection and analysis as well as consultation with stakeholders and the public.
62. The Panel approved the draft Project Outline for the Town Centre Audit and Design Strategy.

Budget Scrutiny for 2008/09

63. The Panel received a report of the Assistant Chief Executive (Business Transformation) setting out the spending and performance context for key spending areas of the Council, details of the rationale between the Executive draft budget proposals and the details of the key budget prospects for 2008/09.
64. Members of the Panel were requested to consider the Executive draft budget proposals in the interest of current spending and the Council's corporate priorities and make appropriate representations to the Executive for consideration during the finalising of the budget proposals.
65. Several suggestions had been put forward by the Corporate and Customer Overview and Scrutiny Panel that had met on 22 July 2008 and Members noted that a majority of them related to this Panel.
66. The Panel endorsed the suggestions and agreed that they be submitted to the Executive Cabinet as part of the 2007/08 budget consultation exercise.

ENVIRONMENT AND COMMUNITY OVERVIEW AND SCRUTINY PANEL – 17 MARCH 2008**Scrutiny Inquiry – Chorley Town Centre Audit and Design Strategy**

67. As part of the ongoing inquiry into the Chorley Town Centre Audit and Design Strategy the Panel received a presentation from a representative of Landscape Projects. The presentation outlined the results of the audit following the consultation and listening to the views of stakeholders including Councillors and their opinions.
68. Some Members of the Panel had visited the St George's area of St Helens town centre where there had been a regeneration of the area resulting in a dynamic centre which has utilised European best practice, reflecting a 21st century design approach that is contributing towards making St Helens a regional location of choice and has been seen to be a catalytic role with regard to the wider transformation of St Helens. The site visit enabled those attending to see for themselves the improvements that had been made and how a multi-disciplinary team involving environmental professionals and Members can improve the area.

Business Plan Monitoring Statements – 1 October 2007 to 31 December 2007

69. The Panel received the third quarter Business Plan Monitoring Statements for the period 1 October 2007 to 31 December 2007 relating to the undermentioned services and functions which fall within the remit and area of responsibility of the Panel:
- Leisure and Culture.
 - Development and Regeneration.
 - Streetscene, Neighbourhoods and Environment.
70. The Corporate Director (People) informed the Panel that his Directorate had made good progress across all areas in the first nine months with no significant variations to report.
71. As had been reported at previous meetings it was noted that the performance target for the processing of invoices within 30 working days had now improved following changes made to the process.
72. The report indicated that progress had been made in a number of areas, with Members requested to be kept up to date on the progress on the management of capital projects.
73. Members would be kept up to date on 6 monthly intervals with the use of the new publication "In the Know" providing the information to Councillors.
74. The Corporate Director (Business) informed the Panel that the third quarter of the year had seen excellent progress on meeting the Directorate's targets set out in the Corporate Strategy and the Business Improvement Plan.
75. A number of projects had been completed including an actioned proposal for an enterprise/green technology centre on the Strategic Regional Site at Buckshaw, implementation of the investment strategy had commenced with the appointment of a Town Centre Manager as well as the Design Audit for the Town Centre.
76. Concern had been expressed at previous meetings at the continuing problem with housing allocations and the use of Bed and Breakfast accommodation. It had been agreed with Chorley Community Housing that the Housing Allocation Team be brought back into the Council.
77. The Panel received the Business Plan Monitoring Statement relating to the Neighbourhoods Directorate.
78. The report indicated that it was during this third quarter that the new Neighbourhoods Directorate was formed and consequently it was in a transition period whilst the placing of work activities were agreed between Directorates.
79. The report set out the service developments of the Directorate.
80. The Directorate had performed well during the third quarter, with the majority of indicators being on target or showing improvement. Those areas such as graffiti removal and sickness absence had shown poor performance. Action Plans had been completed to address these issues.

81. Members raised concern that the Pest Control Service performance was down, with the service not responding quick enough to reports of rodents. It was noted that this service was already being examined to address the concern.

Recommendation

82. The Council is recommended to note this report.

COUNCILLOR D EDGERLEY
Chair of Overview and Scrutiny Committee

There are no background papers to this report.

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REPORT OF THE STANDARDS COMMITTEE

GENERAL REPORT

1. There has been considerable activity recently in relation to Standards issues and this report summarises some of the key issues, which have been considered.

LOCAL FILTERING OF COMPLAINTS

2. The Local Government and Public Involvement in Health Act 2007 introduced provisions, which allow for complaints that Members have breached the Code of Conduct to be made directly to the local Standards Committee rather than the Standards Board nationally. These new arrangements require Regulations to be issued by Government before they come into force. At our meeting in March the Monitoring Officer advised that the Regulations had not yet been issued. However, there are strong indications that that the new arrangements will come into force on the 1st of May 2008.
3. When the new arrangements are implemented there will be a need to establish Sub Committees to determine whether a complaint should be investigated (the so called "local filter"), to review local filter decisions and to hear any cases following an investigation. Each of these Sub Committees will require Independent Members and, when dealing with Parish matters, a Parish Councillor. The Committee therefore wishes to highlight the need to increase the size of the present Committee.
4. There may be opportunities to consider some joint working in respect of some aspects of the new arrangements and, when Regulations are issued, the Committee will give further consideration to this matter with a view to making recommendations to Council.

GUIDANCE ON CONFIDENTIAL INFORMATION

5. We have considered a fact sheet published by the Standards Board for England which is available on their website. This provides a relatively straightforward guide to this aspect of the Code and its existence is drawn to the attention of Members.

ARRANGEMENTS FOR NEWLY ELECTED BOROUGH AND PARISH COUNCILLORS

6. We discussed the arrangements for the newly elected Councillors. A section within the Induction Day for Borough Councillors will include an introduction to the Code of Conduct, and in addition a training session is to be held in the Summer specifically on standards issues. The training in the Summer will be open to all Borough and Parish Councillors but will be particularly useful for new Members, any Members who have not received training before or those who are in need of a basic refresher.

Recommendation

7. The Council is recommended to note the report.

MR RA ELLWOOD
CHAIR OF STANDARDS COMMITTEE

RH
There are no background papers to this report.

REPORT OF DEVELOPMENT CONTROL COMMITTEE**PLANNING APPLICATION 08/00214/CB3 – CORONATION RECREATION GROUND, DEVONSHIRE ROAD, CHORLEY**

1. The Development Control Committee, at its meeting on 1 April 2008, considered an application for deemed planning permission for the installation of a lighting scheme within the Coronation Recreation Ground at Devonshire Road, Chorley. The proposal will entail the provision of two forms of lighting (ie footpath lighting to both the perimeter footpaths and central footpath in a traditional heritage style and sports floodlighting of the tennis courts and bowling greens).
2. The Committee was minded to support the application, but, as the Council's Constitution precludes the Development Control Committee's determination of applications for deemed planning permission, the application requires to be submitted before the full Council for decision.
3. A copy of a report of the Corporate Director (Business) on the proposal which was considered by the Development Control Committee, together with the relevant extract from an addendum circulated at the meeting, is attached to enable Members to be aware of all the pertinent factors.

Recommendation

4. The Development Control Committee recommends the Council to grant planning permission to Application 08/00214/CB3 for the installation of a lighting scheme at Coronation Recreation Ground, Devonshire Road, Chorley, subject to the following conditions:
 1. The proposed development must be begun not later than three years from the date of this permission.
Reason: Required to be imposed by Section 51 of the Planning and Compulsory Purchase Act 2004.
 2. A light shield to prevent light spillage into neighbouring properties as shown on Drawing No CBC 4 submitted with the application, shall be fitted to the footpath column numbers 1, 6, 7, 9, 10, 13, 12 and 11 (columns as numbered on drawings no 8520-D-01 Rev A).
Reason: To prevent light spillage into neighbouring properties and in accordance with Policy No. EP21A of the Adopted Chorley Borough Local Plan.
 3. The lighting hereby permitted shall be restricted to being lit at the following times only (columns as numbered on drawing no 8520-D-01 Rev A):
 - Perimeter footpath lighting: between 08.00hrs and 22.00hrs (columns 1, 2, 4, 5, 6, 7, 8, 9, 10, 16, 14, 13, 12, 11, 20, 21)
 - Footpath lighting serving the central footpath: no time restriction (columns 15, 17, 18, 19, 3)
 - Floodlighting to all pitches: no illumination before 09.00hrs or after 21.00hrs.
Reason: To safeguard the amenities of local residents and in accordance with Policy Nos EP20 and EP21A of the Adopted Chorley Borough Local Plan Review.
 4. Unless otherwise agreed in writing, before the development hereby commences a scheme to prevent the lighting dazzling drivers on the highway shall have been submitted to an agreed in writing with the Local Planning Authority. The approved scheme shall be then implemented in full and retained at all times thereafter, unless otherwise agreed in writing with the Local Planning Authority.

Reason: To avoid glare, dazzle or distraction to passing motorists in the interest of highway safety.

COUNCILLOR HAROLD HEATON
Chair of Development Control Committee

There are no background papers to this report.

AU

Item B. 1 **08/00214/CB3** **Referred to Full Council for Decision**

Case Officer **Mrs Lesley Glendenning**

Ward **Chorley North West**

Proposal **Lighting scheme for recreation ground to include footpath, lighting and sports flood lighting**

Location **Coronation Recreation Ground Devonshire Road Chorley**

Applicant **Chorley Borough Council**

This application is required to go to Committee as it has been submitted by the Council. It is also required to go to Full Council.

Consultation Expiry: 3rd April 2008

Application Expiry: 24th April 2008

Proposal: The application is a Regulation 3 application for the formation of a lighting scheme to Coronation Recreation Ground, including footpath lighting and sports flood lighting.

Background: Coronation Recreation Ground is a public park, with Ashfield Road and Devonshire Road running down the west and east sides of the site respectively. The houses on Collison Avenue back onto the north side of the site and the houses on Regent Road back onto the south side.

A central path runs through the park east to west. To the north of this are two tennis courts and two bowling greens, with a further path against the rear of the houses on Collison Avenue. There is a children's playground in the southeast corner of the park with a path from the central entrance to the park sweeping round through some trees against the properties on Regent Road.

It is proposed to erect two forms of lighting, footpath lighting to both the perimeter footpaths and central footpath in a traditional heritage style, and sports floodlighting to the tennis and bowling greens.

Planning History: A similar application was withdrawn last year (07/00976/FUL).

Planning Policy: LT14: Public, Private, Educational and Institutional Playing Fields, Parks and Other Recreational Open Space.

Representations: At the time of writing the report no representations have been received. Any received will be placed on the addendum.

Consultations: Environmental Services
Due to the design and location of the lamps and the proposed time restriction there is no objection.

Applicants Case: Local to Coronation Recreation Ground there are no other safe places in which children can play. Without this site children are forced to play in the street. By lighting the site the useful life of the play area, open spaces and sports facilities can be extended each

day. As the site is also extremely popular with dog walkers, both early in the morning and late at night, the proposal will, if approved, have a major effect on feelings of safety.

For some time the site has played host to an unsavoury element once dusk falls. Alongside the juvenile nuisance and underage drinking that often goes undetected there have been numerous instances of substance and solvent abuse and drug dealing, so much so that the site was targeted as part of Operation Nimrod earlier in the year. These concerns are the driving force behind the Police being financial contributors to the scheme.

In keeping with the traditional nature of the recreation ground, and in particular its ironwork, all footpath lighting is being designed in a heritage style. These include black iron effect columns and lanterns. Column feet will feature a level of detail to give a traditional feel. To minimise levels of vandalism intricate features such as frogs legs connections and ladder arms have been designed out, which should make climbing or swinging from the columns more difficult.

Through discussions with the local Police Architectural Liaison Officer it has been proposed that the most appropriate timings for lighting would be as follows:

- Perimeter footpath lighting will come on when required and be switched off at 10pm;
- Footpath lighting serving the central footpath (through the trees) will remain on all night;
- Sports floodlighting will switch on at dusk and off at 9pm at the latest.

In terms of access to safe play and recreation, the proposal will allow structured and unstructured play alongside formal and informal activity having the site lit will offer opportunities to a large number of people across each age group. Once lit, the site also has the potential to host small cultural events.

A letter of support from Chorley Borough Bowls Forum accompanies the application. Amongst other things they state that a big step to upgrading the greens would be flood lights as ladies use it on Monday and Wednesday evenings and feel quite vulnerable, as it can be almost dark by the time the matches are over. They are sure that more night time matches would be played if lights were available. In addition there are no greens with lights available in Chorley for winter bowling, so it would be a great asset to the bowlers of the district. The future plans of the Bowls Forum are to continue coaching sessions and further populate the public greens, in the last two years they have put three new teams onto the public greens and will put a fourth next year. Many private greens are attached to pubs and clubs that face an uncertain future so it is likely that more bowlers will use public greens in the future.

Assessment:

LT14 of the Local Plan covers Public, Private, Educational and Institutional Playing Fields, Parks and Other Recreational Open Space. This states that Ancillary development will only be permitted where the following criteria are met:

- a) it is in connection with and will enhance the recreational and/or amenity value of the open space;

- b) it is of a size and scale which does not detract from the character of the open space;
- c) it will not have a detrimental effect on any site of nature conservation value;
- d) the development will not affect land capable of forming, or forming part of, a playing pitch, bowling green or tennis court including any safety margin and does not result in the loss of, or inability to make use of any playing pitch, bowling green or tennis court or the loss of any other sporting/ancillary facility on the site.

In relation to this policy it is considered that the proposal will enhance the recreational and amenity value of the park by extending the time it can be used. The design of the lighting is in keeping with the park and enhances the current playing pitches.

Neighbour Amenity

The main impact will be to the adjacent neighbours of the site. It is considered that the proposals will not result in an unacceptable loss of amenity to these neighbours, but it would be appropriate to apply a condition ensuring that the reflector plate shown on the plans to throw the light forward and reduce backlight is retained. The only light on the perimeter this cannot be achieved on is the lamp next to the shelters, which needs to be placed on the other side of the footpath.

Although it is accepted that the lighting scheme will extend the times that the park is used beyond the current times, the scheme has been a joint venture with the Police as there are problems with the current use of the park after dark, with no lighting. It is hoped that the more unsavoury activities currently taking place at the park will be discouraged by the lighting, while encouraging the legitimate use of the park, such as the courts and pitches. Conditions will be applied restricting the floodlighting to 9pm and the perimeter lighting to 10pm. The central footpath through the trees will remain on all night, but is less likely to cause problems, as it is further away from the houses.

Conclusion:

The lighting scheme proposed is aimed to enhance the recreational value of the park for the local community by extending the time it can be used. It is also a response to problems that have been identified in relation to the current use of the park. The application is therefore recommended for approval subject to conditions including an hour's restriction requiring the perimeter footpath lighting to be switched off at 10pm and floodlights to be switched off by 9pm.

Recommendation: Referred to Full Council for Decision Conditions

1. The proposed development must be begun not later than three years from the date of this permission.

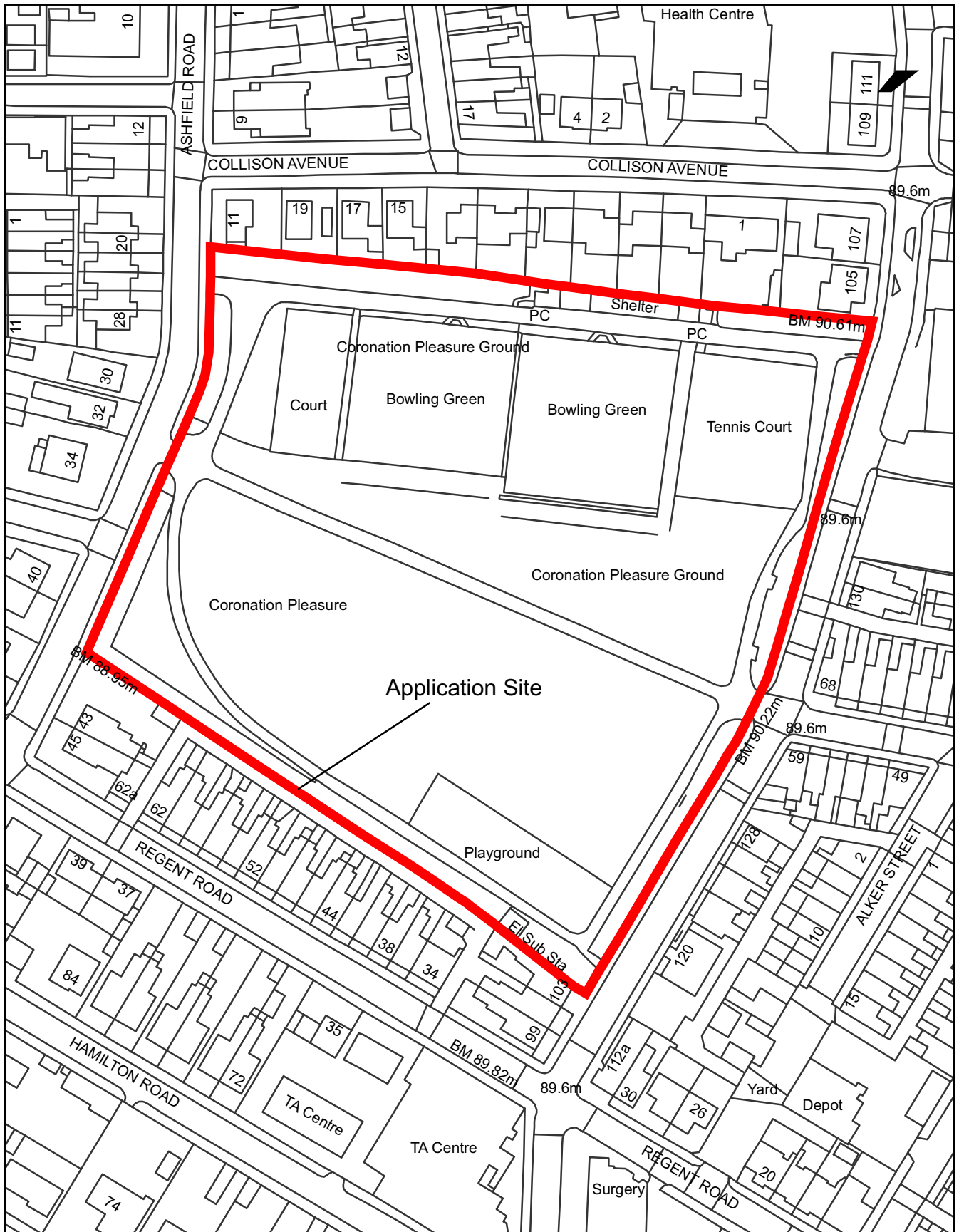
Reason: Required to be imposed by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. A light shield to prevent light spillage into neighbouring properties as shown on Drawing No. CBC 4 submitted with the application, shall be fitted to the footpath column numbers 1, 6, 7, 9, 10, 13, 12 and 11 (columns as numbered on drawings no 8520-D-01 Rev A).

3. The lighting hereby permitted shall be restricted to being lit at the following times only (columns as numbered on drawing no. 8520-D-01 Rev A):

- Perimeter footpath lighting: between 08.00hrs and 22.00hrs (columns 1, 2, 4, 5, 6, 7, 8, 9, 10, 16, 14, 13, 12, 11, 20, 21)
- Footpath lighting serving the central footpath: no time restriction (columns 15, 17, 18, 19, 3)
- Floodlighting to all pitches: no illumination before 09.00hrs or after 21.00hrs.

Reason: To safeguard the amenities of local residents and in accordance with Policy Nos. EP20 and EP21A of the Adopted Chorley Borough Local Plan Review.



Jane E Meek BSc(Hons) DipTP MRTPI
 Corporate Director (Business)
 Chorley Council

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Application Number:
08/00214/CB3

Grid Ref:
E: 358019
N: 417448

Scale:
1:1,250

Agenda Item No.
B. 1

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EXTRACT FROM AN ADDENDUM REPORT CIRCULATED AT MEETING OF DEVELOPMENT CONTROL COMMITTEE ON 1 APRIL 2008**ITEM B1: 08/00214/CB3 – Lighting Scheme for recreation ground to include footpath, lighting and sports flood lighting**

One letter, one e-mail and a petition containing 27 signatures in support of the application have been received as it is believed that the lighting scheme will:

- discourage anti-social behaviour;
- encourage use of recreation facilities;
- develop a safer place;
- provide safer policing.

One e-mail of objection has been received raising the following points:

- the scale and associated noise levels will have a serious destructive impact on those living in the vicinity;
- youths will be encouraged rather than discouraged in playing football on the bowling greens;
- the grounds will become a haven for the wrong kind of people, leading to an increase in crime, vandalism and drug use;
- the lighting will lead to a serious detrimental effect on the natural habitat of the Recreation Ground;
- by limiting the area that will be lit, young children allowed onto the Recreation Ground will face possible dangers.

The proposed lighting scheme will increase the safety and accessibility of the grounds to the general public and in so doing, will dissuade youths from congregating around the sports facilities. As a result, noise levels are likely to decrease.

Having considered the above comments, it is considered the recommendation for approval remains.

An additional condition is proposed:

Comments have been received from the Highways Authority who recommends a condition to prevent the lights dazzling drivers on the highway. An additional condition is therefore proposed:

Unless otherwise agreed in writing, before the development hereby commences a scheme to prevent the lighting dazzling drivers on the highway shall have been submitted to and agreed in writing with the Local Planning Authority. The approved scheme shall be then implemented in full and retained at all times thereafter, unless otherwise agreed in writing with the Local Planning Authority.

Reason: To avoid glare, dazzle or distraction to passing motorists in the interest of highway safety.

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REPORT OF DEVELOPMENT CONTROL COMMITTEE

PLANNING APPLICATION 08/00036/CB3 – BUS STOP 20M SOUTH OF LIBRARY, UNION STREET, CHORLEY

1. The Development Control Committee, at its meeting on 4 March 2008, considered an application for deemed planning permission for the erection of a cantilever bus shelter on the Union Street elevation of Booths Supermarket facing Union Street.
2. The Committee were minded to support the application, but, as the Council's Constitution precludes the Development Control Committee's determination of applications for deemed planning permission, the application requires to be submitted before the full Council for decision.
3. A copy of the report of the Corporate Director (Business) on the proposal, which was considered by the Development Control Committee at the meeting is attached to enable Members to be aware of all the pertinent factors.

Recommendation

4. The Development Control Committee recommends the Council to grant planning permission to Application 08/00036/CB3 for the provision of a cantilever bus shelter at the bus stop 20m south of Library, Union Street, Chorley, subject to the following conditions:
 1. The development hereby permitted shall not commence until a scheme for the raising of the footpath to 160mm (notwithstanding any details shown on the approved plans) has been submitted to and approved in writing by the Local Planning Authority. The development shall only be carried in accordance with the approved details.
Reason: To ensure that the materials used are visually appropriate to the locality and in accordance with Policy No. GN5 of the Adopted Chorley Borough Local Plan Review.
 2. The development hereby permitted shall not commence until full details of the colour, form and texture of all external facing materials to the proposed shelter and rainwater goods (notwithstanding any details shown on the approved plans) been submitted to and approved in writing by the Local Planning Authority. The development shall only be carried out using the approved external facing materials.
Reason: To ensure that the materials used are visually appropriate to the locality and in accordance with Policy No. GN5 of the Adopted Chorley Borough Local Plan Review.
 3. The proposed development must be begun not later than three years from the date of this permission.

Reason: Required to be imposed by Section 51 of the Planning and Compulsory Purchase Act 2004.

4. The development hereby permitted shall not commence until a scheme detailing how rainwater run off from the shelter will be dealt with has been submitted to and approved in writing by the Local Planning Authority. The development shall only be constructed in accordance with the approved details.

Reason: To ensure proper rainwater drainage and in accordance with Policy No. EP18 of the Chorley Borough Local Plan Review.

COUNCILLOR HAROLD HEATON
Chair of Development Control Committee

There are no background papers to this report

DS

Item B. 1	08/00036/CB3	Referred to Full Council
Case Officer	Mr David Stirzaker	
Ward	Chorley South East	
Proposal	Provision of cantilever bus shelter to the side elevation of Booths Supermarket facing Union Street	
Location	Bus Stop 20m South Of Library Union Street Chorley	
Applicant	Chorley Borough Council	
Proposal	This is a Chorley Council application, which proposes the erection of a cantilever bus shelter on the Union Street elevation of Booths supermarket in the town centre positioned at the point of the existing bus stop.	
Background	The application has been submitted to provide shelter from adverse weather conditions, as whilst the existing bus stop is well utilised, passengers are not afforded any protection at the moment.	
Planning Policy	GN5 - Building Design EP18 - Surface Water Run Off TR4 - Highway Development Control Criteria	
Planning History	02/00733/FULMAJ - Erection of buildings for Retail Supermarket (Class A1) and Public House (Class A3), pedestrianisation of New Market Street and alteration of traffic flows / arrangements on High Street and Cleveland Street (Permitted). 05/00760/ADV - Erection of 3 internally illuminated shop signs (Advert Consent Granted)	
Consultations	LCC (Highways) raise no objections in principle. No other comments received.	
Representations	No representations have been received as a result of publicity.	
Assessment	The principle of the development is acceptable hence there are no planning policy issues and the shelter does not raise any neighbour amenity issues hence the most pertinent issues warranting consideration are as follows: <ul style="list-style-type: none"> 1. Impact on the character and appearance of the streetscene, and, 2. Impact on highway safety Turning to the first matter, the shelter will have a very limited impact on the streetscene and is typical of the type of street furniture found in most town centres. The modern materials and design of the shelter reflect the contemporary design of the	

Booths supermarket building hence it is not considered that the character and appearance of the streetscene and the Booths building itself will be detrimentally harmed by the shelter. The proposal therefore accords with the objectives of Policy No. GN5 of the Local Plan

In terms of highways matters, LCC (Highways) and LCC (Strategic Planning) have not objected to the principle of the development subject to the clarification of who will maintain the shelter, that it will be sited 600mm from the kerb line to avoid vehicles/buses hitting it, ensure the shelter is mounted in the optimum position for buses pulling up and that the opportunity is taken to raise the kerb height to 160mm to aid passengers boarding and alighting buses.

It has now been confirmed that Chorley Council will own and maintain the shelter and that all of the other matters above will be adhered to when providing the shelter.

Conclusion On the basis of the above, it is recommended that planning permission be granted.

Recommendation: Refer to Full Council with Recommendation to Approve Conditions

1. The development hereby permitted shall not commence until a scheme for the raising of the footpath to 160mm (notwithstanding any details shown on the approved plans) has been submitted to and approved in writing by the Local Planning Authority. The development shall only be carried in accordance with the approved details.

Reason: To ensure that the materials used are visually appropriate to the locality and in accordance with Policy No. GN5 of the Adopted Chorley Borough Local Plan Review.

2. The development hereby permitted shall not commence until full details of the colour, form and texture of all external facing materials to the proposed shelter and rainwater goods (notwithstanding any details shown on the approved plans) been submitted to and approved in writing by the Local Planning Authority. The development shall only be carried out using the approved external facing materials.

Reason: To ensure that the materials used are visually appropriate to the locality and in accordance with Policy No. GN5 of the Adopted Chorley Borough Local Plan Review.

3. The proposed development must be begun not later than three years from the date of this permission.

Reason: Required to be imposed by Section 51 of the Planning and Compulsory Purchase Act 2004.

4. The development hereby permitted shall not commence until a scheme detailing how rainwater run off from the shelter will be dealt with has been submitted to and approved in writing by the Local Planning Authority. The development shall only be constructed in accordance with the approved details.

Reason: To ensure proper rainwater drainage and in accordance with Policy No. EP18 of the Chorley Borough Local Plan Review.
